

Lesson 1

Explorer in Action



William Tyner



- * William Tyner is a cultural anthropologist, technologist, and filmmaker.
- * He uses different types of digital technology to find real **solutions** to problems that benefit local communities.
- * William Tyner thinks that using technology in a **positive way** can help people become **successful digital citizens**.
- * He believes that digital communication is important to **exchange opinions** and **build good relationships**.
- * Mr. Tyner works with different organizations which help to put individuals in contact with **people** or **services**.
- This organization build easy-to-use digital **tools** and **apps** that provide people with the information they need ... example: app to pay bills



- * وليام تايتير عالم في مجال علوم الإنسان الثقافية، وخبير تكنولوجي وصانع أفلام وهو يستخدم أنواعاً مختلفة من التكنولوجيا الرقمية لإيجاد حلول حقيقية للمشاكل فتستفيد المجتمعات المحلية
- * يعتقد السيد وليام أن استخدام التكنولوجيا بطريقة إيجابية يمكن أن يساعد الناس على أن يصبحوا مواطنين رقميين ناجحين.
- * هو يؤمن بأن التواصل أمر مهم لتبادل الآراء وبناء علاقات جيدة.

* يعمل تايتير مع منظمات مختلفة تجعل الأفراد على اتصال مع الأشخاص أو الخدمات هذه المنظمات تقوم بإنشاء أدوات وتطبيقات رقمية سهلة الاستخدام تزود الأشخاص بالمعلومات التي يحتاجون إليها مثل تطبيق دفع الفواتير

► How Digital tools help citizens in Egypt?

- Book tickets online for trains, buses, and airplanes so travel is made more convenient.
- Purchase tickets for historical and cultural sites through a website
- A wealth of information with EKB website.



حجز تذاكر القطارات والاتوبيسات، والطائرات عبر الإنترنت جعل السفر اسهل , شراء تذاكر المواقع التاريخية و الثقافية من خلال المواقع الإلكترونية , ثروه من المعلومات من خلال بنك المعرفة المصري



Lesson 2

Digital Citizenship



Digital citizenship

is the ability to use digital technology ethically, responsibly, and safely **to:**

- Take advantage of digital technology
- Protect your digital footprint

المواطنة الرقمية هي القدرة على استخدام التكنولوجيا الرقمية بشكل أخلاقي ومسؤول وأمن. يساعدك هذا على الاستفادة من التكنولوجيا الرقمية وحمايه بصمتك الرقمية.

Digital Footprint

is a record of what you do online, including:

- sites you visit
- things you post
- things that others post about you

البصمة الرقمية الخاصة بك هي سجل لما تفعله عبر الإنترنت بما في ذلك المواقع التي تزورها والأشياء التي تنشرها والأشياء التي يقوم الآخرون بنشرها عنك .

►How to be a good digital citizen?

1- Be ethical and responsible:

- treat others online with respect
- credite sources .

2- Stay safe online:

- set strong passwords
- choose websites you visit wisely
- use updated software
- monitoring online screen time.
- share information about yourself and others safely and responsibly.



كن أخلاقياً ومسؤولاً -تعامل الآخرين عبر الإنترنت باحترام , وثق المصادر . استخدم الإنترنت بأمان من خلال تعيين كلمات مرور قوية، واختيار المواقع الإلكترونية بحكمة، واستخدام البرامج المحدثة، ومراقبة الوقت الذي تقضيه عبر الإنترنت - شارك المعلومات المتعلقة بك وبالأخرين بأمان ومسؤولية

►Achieving digital citizenship needs a sets of rights and duties

1- Rights of digital citizen

- 1- you have right to use internet when you want
- 2- engage with others online
- 3- express your opinions and post positive ideas
- 4- you have right **not have** your digital footprint **copied or shared** without your consent. (protect your videos, songs or stories from piracy)



لديك الحق في استخدام الانترنت وقتما شئت والتفاعل مع الآخرين عبر الإنترنت , التعبير عن رأيك و نشر أفكار إيجابية ,لديك الحق في عدم نسخ بصمتك الإلكترونية او مشاركتها دون موافقتك مثل حمايه الفيديوهات و الاغاني و القصص من القرصنة .





Piracy is the **illegal** circulation of content to be shared or sold to others.

القرصنة : هى التداول غير القانوني للمحتوى لمشاركته أو بيعه للآخرين.

2- Responsibilities of digital citizen

- 1- Never commit piracy (don't share or sell digital content to others)
- 2- Show positive behavior in your communication online.
- 3- Share positive things with your classmates and friends.
- 4- Evaluate what you view or share

Is the source safe? Is it a result of piracy?

5- Evaluate how you're using the internet.

Is it a productive use of time?



****It is important to balance online & in-person activities ****

لا ترتكب أعمال القرصنة أبداً. لا تقوم ببيع ولا مشاركة محتوى رقمي للآخرين أظهر سلوك إيجابي في اتصالاتك عبر الإنترنت. شارك مع زملائك وأصدقائك الأشياء الإيجابية. قيم ما تشاهده هل هو من مصدر امن هل هو من مصدر غير مقرر , قيم استخدامك للإنترنت هل هو استخدام مثمر للوقت. من المهم تحقيق توازن جيد بين استخدام الإنترنت والتواصل الشخصي مع الآخرين

Lesson 4

Internet Communication



Synchronous communication



Asynchronous communication



► 1- Synchronous communication

communication that occurs in **real** time with **instant responses**

- It is exchanging information or files between people at the **same time**

Example:

video chats, instant messaging, chat rooms and Live television shows



Example 1 Video chats:

* Video chats allow you to communicate live with **one** or **more** people

* Tools needed:

- device with a camera and speakers (**mobile** or **computer**)
- video chat software (**Skype**)



Example 2 Instant messaging (IM):

* Instant message allows you to send messages using the internet.
(text – pictures – videos)

* Tools needed

Mobile and IM phone application (**WhatsApp**)

Or

Computer and IM software



Example 3 Chat rooms:

* Chat rooms allow you to communicate in a **group**.

* it usually focus on just one particular subject.

example: People may use a chat room to study subject(ICT group – Science group)

Tools needed:

- Mobile apps

Or

Web browsers (Internet Explorer or Google Chrome) for internet access



الاتصال المتزامن : اتصال يحدث في الوقت الفعلي مع استجابات فورية – و هو تبادل معلومات أو ملفات بين الاشخاص في نفس الوقت
مثل محادثات الفيديو – الرسائل الفورية – غرف الدردشة – البرامج التلفزيونية المباشرة
مثال 1 محادثات الفيديو : تتيح لك هذه المحادثات التواصل المباشر مع شخص واحد أو أكثر
الأدوات المطلوبة : جهاز مزود بكاميرا ومكبرات صوت (موبايل او كمبيوتر) برنامج لمحادثات فيديو.
مثال 2 المراسلة الفورية تتيح لك إرسال الرسائل باستخدام الإنترنت (نص , صور , مقاطع فيديو)
الأدوات المطلوبة: موبايل و تطبيق المراسلة الفورية مثل الواتس اب او جهاز الكمبيوتر و برنامج المراسلة الفورية
مثال 3 غرف الدردشة : تتيح لك التواصل ضمن مجموعة. وعادة ما يركزون على موضوع واحد فقط ، مثال أشخاص غرفة الدردشة
يقومون بمذاكرة ماله معينه الأدوات المطلوبة : تطبيق للهاتف المحمول او متصفحات الويب للوصول إلى الإنترنت مثل انترنت اكسبلورر
و جوجل كروم .

▶2- Asynchronous communication

Communication that **does not require an instant response** - transferring information or files between two people or more **not necessarily at the same time**.

Example email, recorded educational programs



Example 1 Email:

* Email allows you to send and receive messages.

* Emails are a little more formal than lms**

For example: You could email your teacher about a school project.

You could also use email to reach out to a government agency or an official.

Tools needed:

- email application on your mobile.

Or

Internet browser to access an email website

Example 2 Recorded educational programs



الاتصال غير المتزامن: الاتصال الذي لا يتطلب استجابة فورية و هو عبارته عن نقل المعلومات أو الملفات بين شخصين أو أكثر وليس بالضرورة في نفس الوقت. مثال البريد الإلكتروني – البرامج التعليمية المسجلة
مثال 1 البريد الإلكتروني : يتيح لك إرسال واستقبال الرسائل.
تعتبر رسائل البريد الإلكتروني أكثر رسمية من الرسائل الفورية مثال : يمكنك إرسال بريد إلكتروني إلى معلمك حول مشروع مدرسي.
يمكنك أيضًا استخدام البريد الإلكتروني للتواصل مع هيئة حكومية أو أحد المسؤولين.
الأدوات المطلوبة : تطبيق البريد الإلكتروني او متصفح الويب للوصول إلى موقع البريد الإلكتروني



Cell phone application

- Cell phone application is an application that runs on your mobile device, it allows you direct access to different programs such as email, instant messaging, social network pages, and video chats.

- Some applications could be pre-installed on your mobile device. Others need to be downloaded.

تطبيق الهاتف الخليوي هو تطبيق يتم تشغيله على جهازك المحمول. يتيح لك الوصول المباشر إلى برامج مختلفة مثل البريد الإلكتروني والرسائل الفورية وصفحات الشبكات الاجتماعية و محادثات الفيديو

قد تكون بعض التطبيقات مثبتة مسبقًا على جهازك المحمول والبعض الآخر يحتاج إلى التنزيل



Lesson 5

How to Use E-Communication



1- Video Chats

► To start a call

create a link to send to the participant(s).

► To join a call

• click on a link and wait to be "let in"



- Make sure your **microphone** and **camera** are **on**.
- Sometimes, the person in charge of the call may mute people's microphones.
- You can also mute your microphone or turn off your camera at any time.
- Take your turn when speaking.
- If your camera is on:
 - anyone who is on the call will be able to see you.
 - Be properly dressed and behave as if you were out in public.
 - Make sure there is nothing in your background that indicates your address or any personal information that you do not want to share.

كيفية استخدام أدوات تكنولوجيا المعلومات والاتصالات للتواصل

لبدء محادثة فيديو، عليك إنشاء رابط لإرساله إلى المشاركين

إذا كنت ترغب في الانضمام إلى محادثة فيديو، فعليك أن تنقر على الرابط الخاص بها وتنتظر حتى يسمح لك الشخص الذي بدأها

أو يمكنك الرد على محادثة الفيديو بالضغط على أيقونة الهاتف/ الفيديو

تأكد من تشغيل الميكروفون والكاميرا في بعض الأحيان، قد يغلق الشخص المسؤول عن المحادثة صوت ميكروفونات الأشخاص الآخرين

يمكنك أيضًا غلق صوت الميكروفون أو إيقاف تشغيل الكاميرا وقتما تشاء- تحدث عندما يأتي دورك

إذا كانت الكاميرا قيد التشغيل فسيتمكن أي شخص مشارك بالمكالمة من رؤيتك ارتدي ملابس مناسبة وتصرف كما لو كنت في مكان عام

تأكد من عدم وجود أي شيء في الخلفية يشير إلى عنوانك أو أي معلومات شخصية لا ترغب في مشاركتها



2- Chat rooms

- You can type and send your comment .
- You can reply to messages.
- Some participants may reply to your message.
- Remember, anyone in the chat room can read your messages so be polite, helpful, and positive.



في غرف الدردشة يمكنك ببساطة كتابة تعليقك وإرساله - يمكنك الرد على الرسائل - قد يقوم بعض المشاركين بالرد على رسالتك. تذكر أن أي شخص في غرفة الدردشة سيكون قادرًا على قراءة رسائلنا، لذلك كن مهذبًا ومتعاونًا وإيجابيًا.

3- Instant Messaging

► To send an instant message

- 1- Click on the name of the person you'd like to chat with
- 2- Type your message
- 3- Click on "Send" icon



- Instant messaging is a fun, casual way to communicate (**informal**)
- You may use **phrases** instead of full sentences, **emoticons**, **images**

المراسلة الفورية : لإرسال رساله فوريه اضغط على اسم الشخص الذي ترغب في الدردشة معه - اكتب رسالتك وانقر على أيقونة «إرسال» . تعد المراسلة الفورية وسيلة ممتعة وغير رسمية للتواصل. يمكنك استخدام عبارات قصيرة بدلاً من الجمل الكاملة - الرموز والصور

4- Email

Emails is used in more **formal** situations such as creating an EKB account and writing to your teacher

► To send an email to someone

- Type the Email in " **To** " field
- Type the title in " **Subject** " field
- Use proper grammar
- Use greetings and endings
- If you're sending **attachments** be sure the information you're sending is **safe** and **accurate**.
- Be polite and clear



من الشائع استخدام رسائل البريد الإلكتروني في المواقف الأكثر رسمية - مثل إنشاء حساب على بنك المعرفة المصري ومراسلة معلمك استخدم قواعد نحويه صحيحة - استخدم عبارات التحية والختام - إذا كنت ترسل مرفقات فتأكد من أن المعلومات التي ترسلها آمنة ودقيقة. - كن مهذبًا وواضحًا



Lesson 6

Online Learning Environments and Sources



On line Learning Environment



- Online learning environments, like Edmodo
- Edmodo allow **teachers** and **students** to communicate where ever they are.
- Teachers can provide **virtual lessons** and upload quizzes and homework assignments for students to access.
- Students can also send messages to their teachers, and post their completed assignments.

بيئات التعلم عبر الإنترنت
تتيح بيئات التعلم عبر الإنترنت مثل ادمودو للمعلمين و الطلاب التواصل بغض النظر عن المكان - يمكن للمدرسين تقديم دروس افتراضية وتحميل الاختبارات والواجبات المنزلية ليتمكن الطلاب من الوصول إليها
يمكن للطلاب أيضًا التواصل مع معلمهم ونشر المهام الدراسية عند إكمالها.

On line Learning Sources

- There are multiple online learning sources that can help you to learn about different subjects.

► 1- Egyptian Knowledge Bank

- The first (premiere) **online library** in Egypt
- It contains resources for a variety of subjects
- It allows you to research and examine different topics, digital articles, and videos



Egyptian Knowledge Bank
بنك المعرفة المصري

► 2- Vlaby

- A **virtual labs platform** that enables students and teachers to do **lab experiments** in an interactive environment.
It's not only informative, but fun too!



► 3- National Geographic Kids



- A popular online source for **kids** to find information on a variety of subjects

Animals science History geography



► 4- Mapmaker Interactive

- A special interactive feature delivered by National Geographic,
- Mapmaker Interactive provides **online world mapping** tools for students and teachers.
- Map themes, data, and tools are used.



- Reliable online digital tools are invaluable sources of information
- The Mapmaker Interactive is one of the safest sites for research and data collection.

1- بنك المعرفة المصري و هو يعتبر المكتبة الإلكترونية الأولى في مصر التي تحتوي على مصادر حول موضوعات متنوعة. يمكنك من الاطلاع على الموضوعات المختلفة والمقالات الرقمية ومقاطع الفيديو

2- منصة معامل افتراضية تمكن الطلاب والمعلمين من إجراء التجارب العملية في بيئة تفاعلية. ! إنها ليست غنية بالمعلومات فحسب بل إنها ممتعة أيضًا!

3- مصدر شائع عبر الإنترنت يمكن الأطفال من العثور على معلومات عن موضوعات متنوعة، بدءًا من الحيوانات والعلوم وحتى التاريخ والجغرافيا

خاصية تفاعلية مميزة تقدمها ناشيونال جيوغرافيك، يوفر مصمم الخرائط التفاعلي أدوات رسم خرائط العالم عبر الإنترنت للطلاب والمعلمين يسمح باستخدام موضوعات وبيانات وأدوات متعلقة بالخرائط.

تعد الأدوات الرقمية الموثوقة عبر الإنترنت مصادر معلومات لا تقدر بثمن. بعد مصمم الخرائط التفاعلي واحدًا من أكثر المواقع أمانًا للبحث وجمع البيانات.



Lesson 7

Planning digital searches



Conducting a digital search for reliable content

It's important to plan before conducting a digital search.

إجراء بحث رقمي للحصول على محتوى موثوق

- من المهم التخطيط قبل إجراء بحث رقمي

Steps to conduct a digital search

► Choose your topic



What you know about
the topic?

What you want to learn
about it?

Think and write notes

► Choose the types of online sources you will use

Digital search can include **audio**, **video**, and **image** sources, not just **text** sources

► Evaluate the types of sources (reliable or unreliable)



Reliable sources

- Articles
- information written and verified by experts.
- The information is presented in a professional fashion
- The source information is well-written, without grammar or spelling mistakes.

Unreliable sources



- Facebook
 - Wiki pages
 - blogs
- You may find factual information on social media sites also you can find information full of opinions, errors, and even lies.
You must be wary of information you find

خطوات اجراء بحث رقمي

- 1- اختر موضوع بحثك ماذا تعرف بالفعل عن الموضوع؟ ما الذي تريد أن تتعلمها عنه؟ فكر واكتب الملاحظات.
- 2- اختر أنواع المصادر الإلكترونية التي ستستخدمها. البحث الرقمي يمكن أن يتضمن مصادر كالتسجيلات الصوتية ومقاطع الفيديو والصور وليس فقط مصادر نصية.
- 3- قيم أنواع المصادر التي اخترتها هل هي موثوقة ام غير موثوقة

المصادر الموثوقة هي مقالات أو معلومات كتبها خبراء وتحققوا من صحتها - يتم تقديم المعلومات بطريقة احترافية - تكتب هذه المصادر بعناية كما تقل فيها الأخطاء النحوية والإملائية..
المصادر الغير موثوقة قد تجد معلومات صحيحة علي وسائل التواصل الاجتماعي و لكن من المحتمل ايضا ان تجد معلومات مليئة بالآراء الشخصية والأخطاء وحتى الأكاذيب يجب أن تكون حذرًا عند استخدام المعلومات التي تجدها



While conducting your digital content search:

- * **Focus** on the topic you're researching
- * Once you find information **evaluate** it. Is it reliable?
- * If the information is reliable, take thorough **notes**.
- * Write down what you're going to use from the **source material**.
- * Cite the source information (**credit the source** in your report)



عند إجراء البحث عن المحتوى الرقمي، احرص على التركيز على الموضوع الذي تبحث عنه فقط. - بمجرد العثور على معلومة قم بتقييمها هل هي موثوقة؟ إذا تأكدت أن المعلومة موثوقة قم بتدوين ملاحظات مفصلة عنها - اكتب كتابة ما ستستخدمه من مادة المصدر - اذكر مصدر المعلومات (احترم المصدر و اكتبه في تقريرك)

► Organize and write your report

gather your notes and reliable source information.
Use your notes to write an outline

► Write an outline

An introduction
that introduces the topic
of the report

Supporting paragraphs
that present the
information

Conclusion or final thoughts
on the information that you
have presented

تنظيم وكتابة تقريرك

- اجمع ملاحظاتك والمعلومات الموثوقة. استخدم ملاحظاتك لكتابة مخطط تفصيلي.

كتابة مخطط تفصيلي

- يجب أن يتضمن المخطط التفصيلي ما يلي مقدمة عن موضوع التقرير. فقرات داعمة تعرض المعلومات. خاتمة أو أفكار نهائية حول المعلومات التي قدمتها.



Lesson 2

Problem - solving skills

When using ICT tools, you may face problems that you'll need to think through and solve.

عند استخدام أدوات تكنولوجيا المعلومات والاتصالات، قد تواجه مشكلات ستحتاج إلى التفكير فيها وحلها.

Steps to make problem solving easier

► Construct a Hypothesis

A hypothesis is an educated **guess** about how things work

It is an **attempt to answer** your question with an explanation that can be tested.

► Test your Hypothesis

Was your test successful?

If not, don't worry, we learn from our mistakes

What did you learn? How can this help you make your next hypothesis?

****Do not conduct any test which is not safe****

خطوات لتسهيل حل المشكلات

1- قم ببناء فرضية

الفرضية هي تخمين علمي حول كيفية حدوث الأشياء. إنها محاولة للإجابة على سؤالك بشرح يمكن اختباره .

2- اختبر فرضيتك .

هل كان اختبارك ناجحاً؟ إذا لم يكن الأمر كذلك، فلا تقلق، فنحن نتعلم من أخطائنا ماذا تعلمت؟ كيف يمكن أن يساعدك هذا في تكوين

فرضيتك التالية؟!

لا تقم بإجراء أي اختبار غير آمن .



Breaking down problems into smaller sections

► Example 1

A Your teacher asks you to help organize the class trip.

It seems quite difficult but if you break it down into multiple smaller tasks, it becomes more manageable.

- 1- destination for the trip.
- 2- when you will go and at what time
- 3- the price
- 4- how you and your class will get to the destination
- 5- what everyone will need to bring
- 6- a list of rules to follow on the day of the trip



If you have a group of people solving a problem assign each person one section

► Example 2

Microsoft Word is not responding

1. Make sure your keyboard is well connected
2. Restart your computer.
3. Type a few letters on a Word.
4. Try connecting another keyboard
5. Ask your teacher for help to solve the problem.

مثال 1 : . يطلب منك معلمك المساعدة في تنظيم رحلة للفصل.

قد تبدو المهمة التي تم تكليفك بها صعبة لكن اذا قمت بتقسيمها لمهام صغيرة ، يصبح الأمر أكثر قابلية للإدارة .

- 1- مكان الرحلة 2- تاريخ و توقيت الرحلة 3- سعر الرحلة 4- كيفية وصولكم للمكان 5- ما يحتاج الجميع لإحضاره 6- قائمه بالقواعد التي يجب اتباعها يوم الرحلة

ملحوظة : إذا كان لديك مجموعة من الأشخاص يقومون بحل مشكلة ما فخصص لكل شخص قسمًا واحدًا.

مثال 2 : برنامج الورد لا يعمل

تأكد من توصيل لوحة المفاتيح - اعد تشغيل جهازك - حاول كتابه بعض الحروف علي برنامج الورد - جرب توصيل لوحه مفاتيح اخري
استعن بمعلمك لحل المشكلة .



Lesson 3

Presenting information to others

Digital tools to present information

To create a digital poster or billboard, you will need to use software such as Microsoft 365 which includes:

PowerPoint®



Word®



Publisher®



To access Microsoft 365's bundle

- * You need to have a **digital device** that supports the software
- * You need to **update** your computer to handle the software

الادوات الرقمية المطلوبة لعرض المعلومات

- لكي تقوم بإنشاء ملصق رقمي أو لوحة اعلانيه ستحتاج الي برنامج ميكروسوفت 365 الذي يتضمن برنامج العروض التقديميه و برنامج الورد و برنامج النشر المكتبي.
- للوصول الي حزمه ميكروسوفت 365 ستحتاج الي جهاز رقمي يدعم البرنامج و تحتاج الي تحديث الكمبيوتر الخاص بك لكي يستطيع التعامل مع البرنامج .

Digital concepts to consider when creating your poster or billboard

► Margins

A margin is the **space left** around the **edges** of your poster or billboard.

A **25mm** margin will help design a good poster

It's important not to crowd the edge of a poster or billboard.

If you include content too close to the edge

it will appear cramped - not visually appealing - overwhelm the viewer.

المفاهيم الرقمية التي يجب اعتبارها عند انشاء الملصق او اللوحة الاعلانية الخاصة بك

الهوامش : هي مساحه المتروكة حول حواف الملصق او اللوحة الاعلانية .

هامش 25 ميلليمتر يساعدك علي تصميم ملصق جيد .

من المهم ترك هذه المساحة فارغه , اذا اضفت محتوى قريبا من الاطراف سيبدو الملصق مكتظا - غير جذاب - المشاهد يشعر و كأنه

مزدهم بالمعلومات .



Lesson 5

Algorithms



Algorithms

- An algorithm is a series of steps that explain how to do a task.
- Computers and applications use algorithms to perform specific tasks.



▶when you type keywords into a search engine

- the search engine takes steps
- Search engines use algorithms to provide relevant results to you

▶If you are using a search engine to find directions to a place it will use a database of names and information from digital maps to provide you the results



▶When you make a meal (falafel sandwich)

you follow a recipe which includes a set of instructions to make that meal.



(Gather the ingredients < Place pita bread on the plate

< Open the pita bread < Place and Smash the falafel balls < Add tahini and salad)

this is an algorithm

▶When you clean your room

(clean the dust < wipe flat surfaces < clean the floor)

this is an algorithm



▶When you give directions

(go straight ahead < turn right < turn left) this is an algorithm



▶When you do a word problem in math class

(you break the question down and solve it in a series of steps)

this is an algorithm



الخوارزمية عبارة عن سلسلة من الخطوات التي تشرح كيفية القيام بمهمة ما.

تستخدم أجهزة الكمبيوتر والتطبيقات الخوارزميات لأداء مهام محددة.

عندما تكتب كلمات رئيسية في محرك بحث، يقوم محرك البحث بعده خطوات محرك البحث يستخدم

الخوارزميات للحصول علي النتائج الأكثر ملاءمة لك



مثال 1: إذا كنت تستخدم محرك بحث للعثور على الاتجاهات إلى مكان ما، فسوف يستخدم قاعدة بيانات للأسماء والمعلومات من الخرائط الرقمية لتزويدك بالنتائج.

مثال 2: عندما تقوم بإعداد وجبة، فإنك تتبع الوصفة، التي تتضمن مجموعة من التعليمات لإعداد تلك الوجبة هذه هي الخوارزمية

مثال 3: عندما تقوم بتنظيف غرفتك، هذه هي الخوارزمية

مثال 4: عندما تعطى التوجيهات فإنك تستخدم أيضًا خوارزمية:

مثال 5: عندما تقوم بحل مساله لفظيه في حصه الرياضيات انت تقسم المساله و تقوم بحلها علي عده خطوات فإنك تستخدم أيضًا خوارزمية

Lesson 6

The principles of coding



- Just like people, computers speak different languages.

Coding



is the writing of **multiple algorithms** to make a complete program.

- You can create **animations, movies, and games** using code.

- There are many websites like **Code.org** that can help you learn to code using different coding languages.

► Creating mazes on Code.org

- You can create a maze and provided instructions to solve it

- Instructions for a maze are like instructions in computer **programs**

- the steps to get through the maze contain the **number** of spaces, and **direction**.

- Mazes are just one example of things you can create using coding.

- A flowchart is like coding in that it represents a problem in logical, simple steps



تمامًا مثل البشر، تتحدث أجهزة الكمبيوتر لغات مختلفة.

البرمجة هي كتابة خوارزميات متعددة لإنشاء برنامج كامل

. يمكنك إنشاء رسوم متحركة وأفلام وألعاب باستخدام البرمجة.

هناك العديد من المواقع يمكنها ان تساعدك علي تعلم البرمجة باستخدام لغات البرمجة المختلفه

انشاء متاهه علي موقع code.org

يمكنك انشاء متاهه ووضع تعليمات لحلها. تعليمات المتاهه تشبه تعليمات برامج الكمبيوتر

الخطوات التي تتبعها العبور المتاهه تحتوي علي المسافات و في اي اتجاه

المتاهات هي مجرد مثال واحد على الأشياء التي يمكنك إنشاؤها باستخدام البرمجة.

المخطط الانسيابي يشبه عملية البرمجة في كونه يعرض مشكلة ما على هيئة خطوات منطقية بسيطة.



Lesson 7

Graphic art



It's easy to **create** your own drawings or **edit** images on computers

Microsoft Paint

-A popular graphics editor is **Microsoft Paint**.

► How to open Microsoft paint

- > click on Start- up menu
- > click on "Accessories"
- > click on paint

► When you open Microsoft paint

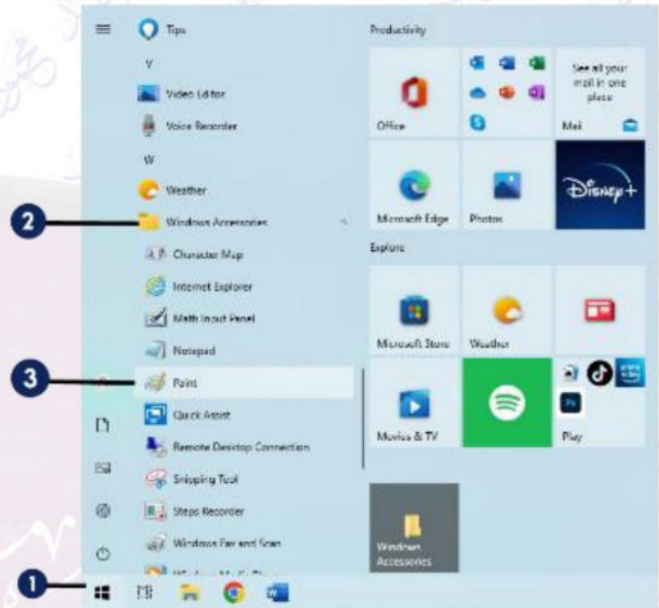
- the top of the screen is like Word and Excel
And it includes: -

1- Menu Bar:

includes options for **opening** and **saving** files and **editing** colors and images.

2- Tool Box:

includes all the tools that you will need to make your drawing



Fill shape with color



Insert Text box
to write text



Write with a pencil
Or to draw



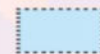
Spray or coloring brush



Eraser
To erase all or part of an image



Magnifier to view image in larger size



Rectangle to create a border



Ellipses



Straight line or curved line



Select area of photo

من السهل إنشاء رسوماتك الخاصة أو تحرير الصور على أجهزة الكمبيوتر

أحد برامج تحرير الرسومات الشائعة هو برنامج الرسم

كيفية فتح برنامج الرسم: اضغط على قائمة ابدأ ثم الملاحظات ثم اختار برنامج الرسم

عند فتح برنامج الرسم الجزء العلوي من الشاشة يشبه برنامج word - excel

بداخل برنامج الرسم يوجد شريط قوائم و مربع ادوات:- يتضمن شريط القائمة خيارات لفتح الملفات وحفظها. و تحرير الالوان و الصور

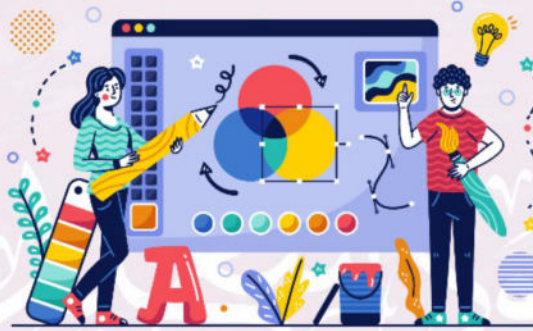
. يتضمن صندوق الأدوات جميع الأدوات التي ستحتاجها لرسمك.



► Editing photos in paint

You can edit photos in Paint.

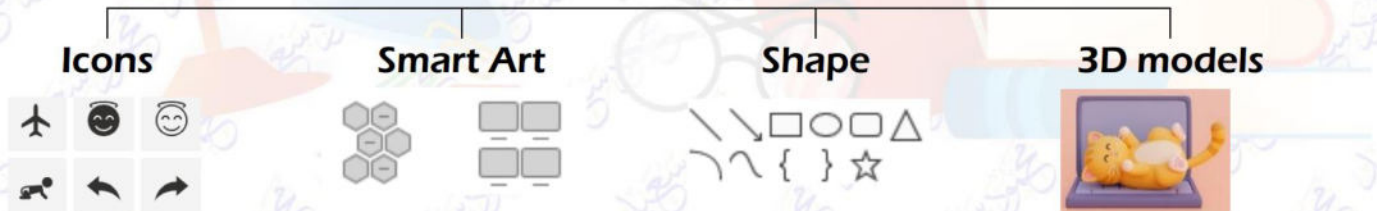
- 1- You can **fill** colors using the color **options**
- 2- You can **select** areas of the photo to use in your drawing by **cropping**.
- 3- You can change the **size** or **direction** of the photo
- 4- You can add text to a photo
 - click on the bottom right corner of the photo
 - drag your mouse to the right until you have enough white space to write text
 - cut and paste the text from the area and onto the photo



► Creating a graphic by graphic tools

Microsoft Word also offers graphic tools to create a graphic

Click on the insert menu bar



يمكنك تحرير الصور في الرسام. تستطيع تعبئة الألوان باستخدام خيارات الألوان
 يمكنك تحديد جزء معين من الصورة لاستخدامها في الرسم عن طريق الاقتصاص - يمكنك تغيير حجم الصورة و اتجاهها
 يمكنك اضافته نص إلى الصورة، انقر على طرف الصورة السفلى الأيمن ثم اسحب الماوس إلى اليمين حتى يكون لديك مساحة بيضاء كافية
 لكتابة النص. قم بقص النص ولصقه على الصورة
 انشاء رسومات باستخدام ادوات الرسم مثل الايقونات - الاشكال الذكية - نماذج ثلاثيه الابعاد



Lesson 8

Creating a PowerPoint presentation



Microsoft PowerPoint



Microsoft PowerPoint used to create presentations that include:

text

animations

images

special effects

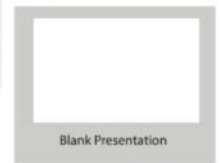
Slide

is a presentation **page** that contains **text** and **images**

يستخدم البرنامج لإنشاء عروض تقديمية تشتمل على نصوص ورسوم متحركة وصور ومؤثرات خاصة الشريحة هي صفحة عرض تقديمي تحتوي على نص وصور

► To create a presentation using PowerPoint

- 1 click on the PowerPoint
- 2 click on blank Presentation
- 3 you will see a slide that will instruct you to click on
- 4 the first slide to name the **title** and **subtitle** of your presentation, in the subtitle box, you can write your name
- 5 click new slide to add another slide to your presentation.
- 6 click the layout icon on the Home menu to choose the layout of each slide
- 7 on the left side of the screen, you will see a thumbnail, or **preview image**, of each slide you're creating



لإنشاء عرض تقديمي باستخدام ال Power point

اضغط علي ايقونه البرنامج ثم اضغط علي عرض تقديمي فارغ ستري شريحة سترشدك إلى النقر وكتابة العنوان. الشريحة الأولى لتسمية العنوان والعنوان الفرعي لعرضك التقديمي. في مربع العنوان الفرعي يمكنك أيضًا تضمين اسمك. انقر فوق شريحة جديدة لإضافة شريحة أخرى إلى العرض التقديمي الخاص بك. لاختيار تخطيط كل شريحة، انقر فوق أيقونة التخطيط في القائمة الرئيسية. علي الجانب الايسر من الشاشة ستري صورته مصغره او صورته معينه لكل شريحة تقوم بانشائها



- * At the top of the screen, you will see a menu bar with multiple tabs.
- * Each tab contains a set of tools that you can use to create your presentation.

► Adding visuals and effects:

PowerPoint includes numerous visual tools to help make your presentation stand out.

► Design

Choose design options for each slide, including background color.

► Transitions

Choose a visual effect to use between each slide

► Slide show

Decide how you'd like to present and time each slide.

You can view the presentation by clicking the "view show" icon or by clicking the **F5** key on the keyboard.

► Draw

Access drawing tools

► Animations

Choose animated effects for each slide



في الجزء العلوي من الشاشة، ستري شريط قوائم يحتوي على علامات تبويب متعددة. تحتوي كل علامة تبويب على مجموعة من الأدوات التي يمكنك استخدامها لإنشاء العرض التقديمي الخاص بك إضافة مرئيات وتأثيرات: يتضمن برنامج PowerPoint العديد من الأدوات المرئية للمساعدة في إبراز العرض التقديمي الخاص بك .. التصميم اختر خيارات التصميم لكل شريحة بما في ذلك ألوان الخلفية. الرسم : الوصول إلى أدوات الرسم. الانتقالات : اختر مؤثراً مرئياً لاستخدامه بين كل شريحة. تأثيرات الحركة : اختر تأثيرات متحركة لكل شريحة. عرض الشرائح : قرر الطريقة التي تريد بها عرض كل شريحة وتوقيتها كما يمكنك مشاهدة العرض التقديمي بالنقر فوق أيقونة « العرض » أو بالنقر علي F5

► To add text

click on the **text box**

choose the font style and size.

► To insert pictures

click on **Insert**, then **pictures**

Once you choose your image, drag it with your mouse into the slide

► When creating your presentation

- Avoid wordy paragraphs or sentences.
- Use a font size and style that is readable
- Use relevant images instead of text whenever possible
- Practice your presentation in advance.
- Be engaging and encourage audience participation



عند إنشاء العرض التقديمي الخاص بك تجنب الفقرات أو الجمل كثيرة الألفاظ - استخدم حجم الخط والنمط الذي يمكن قراءته - استخدم الصور ذات الصلة بدلاً من النص كلما أمكن ذلك - تدرب على العرض التقديمي الخاص بك مقدماً - كن جذاباً وشجع مشاركة الجمهور.





Second term Questions Bank



Question 01

choose the corret answer

- 1 Algorithms used in search engines to.....
 - a provide relevant search results
 - b create digital maps
 - c help users make a meal
- 2 Which of the following is not an example of an algorithm?
 - a Steps to clean your room
 - b How to make a falafel sandwich
 - c list of movies recommended by a friend
- 3 A search engine decides which results are more relevant to a user
 - a randomly selecting results
 - b using directions
 - c using an algorithm
- 4 When you clean your room, the first step in the algorithm is
 - a organize your room
 - b clean the dust
 - c clean the floor
- 5 An example of using an algorithm in school is
 - a to solve a math problem
 - b follow a recipe
 - c reading a book
- 6 A recipe is
 - a instructions used to make a meal
 - b a map of a place
 - c a search engine
- 7 are a set of arranged steps to solve a problem.
 - a Search engines
 - b Algorithms
 - c Keywords
- 8 is a series of steps that explain how to do a task.
 - a algorithm
 - b introduction
 - c conclusion
- 9 is writing multiple algorithms to create a complete program.
 - a Windows
 - b Coding
 - c Paint



- 10 You can create..... using code.
- a only movies b animations movies and games c only games
- 11 When creating a maze..... to solve it.
- a sites b instructions c application
- 12 You can create mazes through
- a Code.org b Movies c Google play
- 13 You can create animations, movies and games using
- a Excel b coding c Word
- 14 Steps of a maze should contain
- a colors - shapes b numbers - directions c sounds images
- 15 A website that helps you learn to code using different coding languages
- a Code.org b games.com c film.net
- 16 Instructions for a maze are similar to computer
- a sites b Movies c Programs
- 17 By using you can fill colors in paint.
- a the color options b shape option c text formatting
- 18 You can find Microsoft Paint in.....
- a Documents folder b Start-up menu c Desktop
- 19 We can change the of the photo using in paint
- a direction only b size only c size or direction
- 20 The top of the screen of Microsoft Paint is like
- a MS Word b MS Excel c both a and b
- 21 We can find many options in the Insert menu bar of Word such as
- a Shape b Icons c both a and b
- 22 In Paint, you can
- a draw b add text c both a and b



- 23 is one of the popular programs that are used for editing pictures
 (a) Microsoft Paint (b) Microsoft Excel (c) Microsoft Word
- 24 You can see the preview images of each slide you're creating,
 (a) on the right side of the screen (b) at the top of the screen (c) on the left side of the screen
- 25 To present your ideas in a way that is characterized by the effects of sound and movement, you need to use..... program.
 (a) MS Word (b) PowerPoint (c) MS Excel
- 26 to add another slide to your presentation
 (a) Click Slide Show (b) Click New Slide (c) Click on Translation
- 27 A is a presentation page that contains your text and images
 (a) slide (b) sheet (c) cell
- 28 To insert pictures into your presentation, click.....then pictures.
 (a) Insert (b) Draw (c) Slide Show
- 29 The presentation created using Microsoft PowerPoint can include
 (a) images (b) animations (c) both a and b
- 30 To add images in the presentation, press the tab.
 (a) Design (b) Insert (c) Slide Show
- 31 You can run your PowerPoint presentation through the from the keyboard.key
 (a) F3 (b) F4 (c) F5
- 32 It's important to use technology.....
 (a) quickly (b) badly (c) responsibly
- 33 Someone tracks your responses on different social networking sites That's means follow your
 (a) Digital footprint (b) digital piracy (c) assumptions
- 34 is the ability to use digital technology ethically, responsibly, safely
 (a) digital technology (b) digital citizenship (c) digital footprint
- 35 The amount of empty space between the edges of poster is called.....
 (a) font (b) margin (c) border



- 36 If you choose a font size, your audience will have to strain to read the information
 (a) bold (b) big (c) small
- 37 A complicated or decorative font is and hard to read
 (a) easy (b) distracting (c) simple
- 38 You can write the title of your message via email in the "....." field
 (a) Subject (b) From (c) To
- 39 The person in charge of the video chat may mute people's.....
 (a) camera (b) microphones (c) screen
- 40 To have video chats with your friends you need a
 (a) Scanner (b) printer (c) device with camera and speaker
- 41 While you are on a call, you can turn off your.....at any time
 (a) camera (b) TV (c) door
- 42 is useful when you need an immediate response.
 (a) Email (b) Asynchronous (c) Synchronous
- 43 You can make video calls with your friends through your
 (a) scanner (b) mobile phone (c) printer
- 44 Communication that occurs in real time with instant responses is
 (a) synchronous (b) asynchronous (c) email
- 45is a form of simultaneous communication via the internet that allows you to watch your friend's audio and videos
 (a) instant messaging (b) email (c) video chat
- 46 is an educated guess about how things work.
 (a) Hypothesis (b) App (c) Solve problem
- 47 The first step in problem solving is.....
 (a) hypothesis testing (b) Asking your teacher (c) hypothesis building
- 48 When using ICT tools, you may.....that you'll need to think through and solve
 (a) play games (b) face problems (c) take photos
- 49 Which of the following is not one of the common steps to make problem-solving easier
 (a) Test your hypothesis (b) Learn from our mistakes (c) ignore the problem



- 50 Which of the following sites can your teacher use to deliver lessons online?
 (a) EKB (b) WhatsApp (c) Edmodo
- 51 Online learning environments, like..... allow teachers and students to communicate.
 (a) Facebook (b) games (c) Edmodo
- 52 is a reliable digital learning resource in the internet
 (a) EKB (b) face book (c) blog
- 53 should be used in a poster or billboard not more
 (a) 3 colors (b) 2 colors (c) 4 colors
- 54 If you use font size, you will have to limit the amount of information
 (a) small (b) too big (c) suitable
- 55includes different options to choose from, such as PowerPoint, Word, and Publisher.
 (a) Microsoft 365 (b) Google (c) Facebook
- 56 There are multiple online learning.....that can help you to learn about different subjects.
 (a) films (b) sources (c) newspaper
- 57 is Egypt's premiere online library of resources for a variety of subjects.
 (a) ISP (b) Vlaby (c) EKB
- 58is a virtual labs platform that enables students and teachers to do lab experiments.
 (a) School Lab (b) Vlaby (c) EKB
- 59 Stay safe online by setting.....passwords
 (a) strong (b) weak (c) easy
- 60 Achieving needs a set of rights and duties
 (a) digital citizenship (b) digital footprint (c) digital piracy
- 61 Choose the types of online you will use when you want to conduct a digital search.
 (a) classes (b) games (c) sources
- 62 Facebook, Wiki pages, and blogs are sources.
 (a) reliable (b) Accurate (c) unreliable



- 63 Technology helps to find real..... to problems that benefit local communities.
 (a) solutions (b) problems (c) questions
- 64 Ask your teacher, parent, or school.....for advice about which sources to use for your research.
 (a) librarian (b) Nurse (c) doctor
- 65 A device with a camera and speakers, and an application is needed to make.....
 (a) documents (b) emails (c) video chats
- 66 To start a, you must create a link and send it to the participants
 (a) conservation (b) chat room (c) video chat
- 67 In a chat room, some participants may..... to your message
 (a) click (b) reply (c) delete
- 68 To create an EKB account, use.....
 (a) emails (b) instant messaging (c) WhatsApp
- 69 Piracy is the.....circulation of content to be shared or sold to others.
 (a) illegal (b) Footprint (c) Legal
- 70 enables you to form an image of a person through his responses and actions on social networking sites.
 (a) Digital footprint (b) Digital piracy (c) Digital citizen right
- 71 is the illegal circulation of content to be shared or sold to others
 (a) digital citizenship (b) digital footprint (c) digital piracy
- 72 Teachers can provide virtualand upload quizzes through online learning environments.
 (a) lessons (b) games (c) toys
- 73 Which of the following online learning sources would you recommend to your friend who want to find out the boiling point of water?
 (a) Mapmaker interactive (b) Vlaby (c) EKB
- 74before conducting a digital search is very important.
 (a) Sharing (b) Planning (c) Helping
- 75is the most popular social media platform.
 (a) Google (b) Facebook (c) Email
- 76 Once you find information for your digital source..... it
 (a) evaluate (b) remove (c) delete



- 77 Construct ais an attempt to answer your question with an explanation that can be tested.
 (a) Hypothesis (b) question (c) test
- 78 Microsoft 365 package contains
 (a) MS Word (b) Paint (c) Google Chrome
- 79 To create a poster, you should think about.....
 (a) margins (b) font size (c) a ,b
- 80 On video chats, you should be properly and behave as if you were out in public
 (a) nervous (b) dressed (c) angry
- 81 The last step for instant messaging is
 (a) writing the message (b) pressing " send " icon (c) delete the message
- 82 To start a call, make sure your..... are on
 (a) microphone (b) camera (c) both (a) & (b)
- 83 Exchanging information or files between two people at the same time, done by using..... communication
 (a) asynchronous (b) synchronous (c) both of them
- 84 IM software is needed to.....
 (a) email (b) instant message (c) chat rooms
- 85 You can use the internet to communicate
 (a) synchronously (b) asynchronously (c) both (a) & (b)
- 86 allows you to communicate live
 (a) word program (b) browser (c) video chats
- 87 may be full of personal opinions and even lies.
 (a) Reliable sources (b) Unreliable sources (c) EKB
- 88 It's important to share information about yourself and others safely and.....
 (a) strongly (b) slowly (c) responsibly
- 89 You have the right to not have your digital..... copied or shared without your consent
 (a) tools (b) footprint (c) work



- 90 Digital citizenship is the ability to use digital technology.....
- (a) ethically (b) responsibly (c) both of them
- 91 Stay safe online by
- (a) sharing your information (b) Setting strong password (c) hacking
- 92 To solve a specific problem, you mustthe problem.
- (a) leave (b) break down (c) ignore
- 93 You watched your teacher make sure that the keyboard cable is connected to the place designated for it; this means that he is taking the..... step.
- (a) hypothesis building (b) hypothesis testing (c) digital footprint
- 94 You should be careful when solving problems that may pose a risk to you during thestep.
- (a) hypothesis building (b) Hypothesis testing (c) data collection
- 95 The small number of colors used inside the poster makes it
- (a) distracting (b) striking (c) overwhelming
- 96 The..... allow you to communicate in a group.
- (a) emails (b) chat rooms (c) instant messaging
- 97 With learning, participants can receive immediate feedback
- (a) computer (b) asynchronous (c) synchronous
- 98 Many historical sites can now be visited by..... tickets easily through a website by clicking on your preferred choice.
- (a) walking (b) going (c) purchasing
- 99 Using technology in a way can help people become successful digital citizens.
- (a) harmful (b) positive (c) wrong
- 100 Stay safe online by choosing..... you visit wisely.
- (a) websites (b) places (c) locations
- 101 EKB website contains a of information that is now at everyone's fingertips.
- (a) little (b) part (c) wealth
- 102 digital tools and apps provide people with the information they need.
- (a) Easy-to-read (b) Easy-to-deal (c) Easy-to-use



- 103 Traveling by trains and planes has become easier due to the possibility of booking tickets through.....
- (a) travel companies (b) the internet (c) booking offices

Question 02

put (true) or (false)

- 1 Recipes are a type of algorithm ()
- 2 You follow a recipe which includes a set of instructions to make a meal. ()
- 3 Search engines use algorithms to provide results ()
- 4 Search engines do not help users gather information online. ()
- 5 An algorithm is a series of steps that explain how to do a task ()
- 6 When solving word problems in math class, you don't need to follow a series of steps. ()
- 7 Algorithms are not useful in everyday life ()
- 8 The steps to solve a maze often include the number of spaces to take and the direction to go. ()
- 9 You can't create mazes on Code.org. ()
- 10 Coding is the writing of multiple algorithms to make a complete program. ()
- 11 You can use coding to identify the paths needed to get out of a maze. ()
- 12 All computers understand and respond to the only one programming language. ()
- 13 You can use programming codes to identify the paths needed to reach your goal. ()
- 14 Instagram is a website can help you learn to code. ()
- 15 Animations, movies, and games can be created using sounds. ()
- 16 Mazes are an example of things you create using coding. ()
- 17 Computers, like humans, use different languages. ()
- 18 The video games that you play online were made by coding. ()
- 19 In Paint, you can only edit photos by changing their color. ()
- 20 Microsoft Paint allows you to change the size or direction of photo ()
- 21 MS Paint is considered a popular graphics editor ()
- 22 The brush tool is used in Paint to enlarge parts of the image. ()
- 23 Smart Art is not a graphic tool available in Word. ()



- 24 The toolbox in Paint includes all the tools you will need to make your drawing. ()
- 25 In Paint, you can add text to an image. ()
- 26 The top of the screen in Paint is similar to Word and Excel. ()
- 27 PowerPoint is used to design presentations with texts only. ()
- 28 The thumbnail on the left side of the screen in PowerPoint is a preview image of each slide. ()
- 29 It's preferable to use written texts instead of relevant images within your presentation. ()
- 30 You can choose background colors for each slide under design option ()
- 31 Animations can be added to only one slide in PowerPoint. ()
- 32 One of the things to consider when preparing a presentation is to avoid writing long paragraphs. ()
- 33 You can choose the font style and size before typing your text ()
- 34 Don't evaluate what you're viewing or about to share. ()
- 35 You must respect the law, while using the internet. ()
- 36 Achieving digital citizenship entails a set of rights and duties ()
- 37 Every trace that a person leaves when using the internet is known as digital citizenship ()
- 38 Reliable online digital tools are invaluable sources of information ()
- 39 Mapmaker helps you to conduct your scientific experiments interactively. ()
- 40 National Geographic kids enables you to conduct an experiment in science interactively ()
- 41 Edmodo platform enables teachers to deliver lessons online. ()
- 42 Online environments don't allow students to post their completed assignments ()
- 43 Breaking down problems into smaller sections doesn't help in solving problems ()
- 44 Your success in solving the problem means you succeeded in testing your hypothesis. ()
- 45 When organizing a class trip, you do not need to decide on a destination ()
- 46 Microsoft 365's bundle includes PowerPoint, Zoom, WhatsApp ()
- 47 Choosing your topic is the last step of conducting a digital search. ()



- 48 The unreliable source of information is well-written, without grammar or spelling mistakes ()
- 49 It is necessary that your research plan include an introduction, paragraphs, and a conclusion about the information you provide ()
- 50 You can write your research without indicating the source from which you got the information. ()
- 51 Gather your notes and reliable source information, after you've completed your online search. ()
- 52 You can turn the microphone and camera on or off during video chat ()
- 53 Anyone with access to the chat room will be able to read your messages ()
- 54 You can write the email of the person you're sending the message to in the " subject " field ()
- 55 It is possible to find information about space science and history on the Mapmaker Interactive plat form ()
- 56 National Geographic Kids provides a variety of subjects, from animals and science, to history and even geography. ()
- 57 Mapmaker Interactive is one of the safest sites for research and data collection ()
- 58 The first step in problem solving is hypothesis testing. ()
- 59 Conducting unsafe tests is okay in problem-solving ()
- 60 When making a guess to solve a problem, this guess is called the hypothesis ()
- 61 Failing a test can be a learning opportunity. ()
- 62 When testing your hypothesis, it is necessary not to do any test that puts you at risk. ()
- 63 While creating a poster, it is preferable to choose a too large font. ()
- 64 The amount of light in a photo doesn't matter when taking a good photo ()
- 65 A suitable font size is better for presenting information because it allows more content to fit in the poster. ()
- 66 It's necessary to have good-quality images on posters or billboards ()
- 66 Using software to create a digital poster requires a digital device that supports the software ()
- 67 It is important to have good manners and etiquette when dealing with others online ()
- 68 Skype is a synchronous communication medium ()



- 69 Tools needed for emails are internet browser or email application ()
- 70 You can copy content without the permission of the owner ()
- 71 You can use the internet to communicate synchronously only ()
- 72 Synchronous communication occurs in real time with instant responses ()
- 73 Instant video chats and live television shows are examples of asynchronous communication ()
- 74 A margin of 25 mm can help design a good poster by preventing it from appearing too cramped ()
- 75 More decorative fonts in your poster are not preferable when making it. ()
- 76 Margins are not important when creating a visually appealing poster or billboard ()
- 77 When choosing colors for a poster, it is better to use more than 5 colors ()
- 78 Easy-to-use digital tools and apps provide people with the information they need. ()
- 79 Travelling becomes more convenient by booking tickets online ()
- 80 Paying bills has become hard by using digital tools and apps ()
- 81 William Tyner works to find real solutions to problems that benefit local communities. ()
- 82 Mr Tyner works with different organizations to help individuals to contact with people and services. ()
- 83 Never be ethical or responsible by treating others online without respect. ()
- 84 To send an email to someone, type their email address in the "To:" field ()
- 85 If you want to join a video call, click on the link and wait to be "get out" ()
- 86 Email should contain grammar mistakes before you send it. ()
- 87 Be sure the information you're sending is safe and accurate, when you send an email. ()
- 88 Anyone can enter the video chat without needing permission ()
- 89 Instant messaging is a fun, casual way to communicate. ()
- 90 During writing an email, don't forget to use greeting and ending ()
- 91 Planning before conducting any digital research is not important ()
- 92 Facebook, Wiki and blogs are non-reliable sources ()
- 93 The articles written and verified by experts are called unreliable sources. ()



- 94 Don't be careful about the source of information you get ()
- 95 You don't have the right to engage with others online ()
- 96 Video chats allow direct communication between two people only ()
- 97 William Tyner uses different types of digital technology ()
- 98 The process of communication between individuals at the same time is called asynchronous communication ()
- 99 The person, who initiated the call, can make you "let in" in the call. ()
- 100 The information from unreliable sources is presented in a professional way. ()
- 101 In your daily life, you don't face any problems when using ICT tools ()
- 102 Constructing a hypothesis is a step in problem-solving. ()
- 103 A hypothesis is a specific answer and does not need to be tested ()
- 104 Sending an email is considered synchronous communication ()

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

	Lesson 5	Lesson 6	Lesson 7	Lesson 8	General revision
Q1 choose	1-8	9-16	17-23	24-31	32-103
Q2 put true of false	1-7	8-18	19-26	27-33	34-104

جميع أسئلة الشيت أسئلة رسميه من امتحانات المحافظات للسنوات السابقة و أسئلة كتاب المدرسة
يمكنكم متابعه الشرح و حل الأسئلة علي قناه كارتون ساينس





Second term Questions Bank



Question 01

choose the corret answer

- 1 Algorithms used in search engines to.....
 - a provide relevant search results
 - b create digital maps
 - c help users make a meal
- 2 Which of the following is not an example of an algorithm?
 - a Steps to clean your room
 - b How to make a falafel sandwich
 - c list of movies recommended by a friend
- 3 A search engine decides which results are more relevant to a user
 - a randomly selecting results
 - b using directions
 - c using an algorithm
- 4 When you clean your room, the first step in the algorithm is
 - a organize your room
 - b clean the dust
 - c clean the floor
- 5 An example of using an algorithm in school is
 - a to solve a math problem
 - b follow a recipe
 - c reading a book
- 6 A recipe is
 - a instructions used to make a meal
 - b a map of a place
 - c a search engine
- 7 are a set of arranged steps to solve a problem.
 - a Search engines
 - b Algorithms
 - c Keywords
- 8 is a series of steps that explain how to do a task.
 - a algorithm
 - b introduction
 - c conclusion
- 9 is writing multiple algorithms to create a complete program.
 - a Windows
 - b Coding
 - c Paint



- 10 You can create..... using code.
- a only movies b animations movies and games c only games
- 11 When creating a maze..... to solve it.
- a sites b instructions c application
- 12 You can create mazes through
- a Code.org b Movies c Google play
- 13 You can create animations, movies and games using
- a Excel b coding c Word
- 14 Steps of a maze should contain
- a colors - shapes b numbers - directions c sounds - images
- 15 A website that helps you learn to code using different coding languages
- a Code.org b games.com c film.net
- 16 Instructions for a maze are similar to computer
- a sites b Movies c Programs
- 17 By using you can fill colors in paint.
- a the color options b shape option c text formatting
- 18 You can find Microsoft Paint in.....
- a Documents folder b Start-up menu c Desktop
- 19 We can change the of the photo using in paint
- a direction only b size only c size or direction
- 20 The top of the screen of Microsoft Paint is like
- a MS Word b MS Excel c both a and b
- 21 We can find many options in the insert menu bar of Word such as
- a Shape b Icons c both a and b
- 22 In Paint, you can
- a draw b add text c both a and b



- 23 is one of the popular programs that are used for editing pictures
 (a) Microsoft Paint (b) Microsoft Excel (c) Microsoft Word
- 24 You can see the preview images of each slide you're creating,
 (a) on the right side of the screen (b) at the top of the screen (c) on the left side of the screen
- 25 To present your ideas in a way that is characterized by the effects of sound and movement, you need to use..... program.
 (a) MS Word (b) PowerPoint (c) MS Excel
- 26 to add another slide to your presentation
 (a) Click Slide Show (b) Click New Slide (c) Click on Translation
- 27 A is a presentation page that contains your text and images
 (a) slide (b) sheet (c) cell
- 28 To insert pictures into your presentation, click.....then pictures.
 (a) insert (b) Draw (c) Slide Show
- 29 The presentation created using Microsoft PowerPoint can include
 (a) images (b) animations (c) both a and b
- 30 To add images in the presentation, press the tab.
 (a) Design (b) insert (c) Slide Show
- 31 You can run your PowerPoint presentation through the from the keyboard.key
 (a) F3 (b) F4 (c) F5
- 32 It's important to use technology.....
 (a) quickly (b) badly (c) responsibly
- 33 Someone tracks your responses on different social networking sites That's means follow your
 (a) Digital footprint (b) digital piracy (c) assumptions
- 34 is the ability to use digital technology ethically, responsibly, safely
 (a) digital technology (b) digital citizenship (c) digital footprint
- 35 The amount of empty space between the edges of poster is called.....
 (a) font (b) margin (c) border



- 36 If you choose a font size, your audience will have to strain to read the information
 (a) bold (b) big (c) small
- 37 A complicated or decorative font is and hard to read
 (a) easy (b) distracting (c) simple
- 38 You can write the title of your message via email in the "....." field
 (a) Subject (b) From (c) To
- 39 The person in charge of the video chat may mute people's.....
 (a) camera (b) microphones (c) screen
- 40 To have video chats with your friends you need a
 (a) Scanner (b) printer (c) device with camera and speaker
- 41 While you are on a call, you can turn off your.....at any time
 (a) camera (b) TV (c) door
- 42 is useful when you need an immediate response.
 (a) Email (b) Asynchronous (c) Synchronous
- 43 You can make video calls with your friends through your
 (a) scanner (b) mobile phone (c) printer
- 44 Communication that occurs in real time with instant responses is
 (a) synchronous (b) asynchronous (c) email
- 45is a form of simultaneous communication via the internet that allows you to watch your friend's audio and videos
 (a) instant messaging (b) email (c) video chat
- 46 is an educated guess about how things work.
 (a) Hypothesis (b) App (c) Solve problem
- 47 The first step in problem solving is.....
 (a) hypothesis testing (b) Asking your teacher (c) hypothesis building
- 48 When using ICT tools, you may.....that you'll need to think through and solve
 (a) play games (b) face problems (c) take photos
- 49 Which of the following is not one of the common steps to make problem-solving easier
 (a) Test your hypothesis (b) Learn from our mistakes (c) ignore the problem
- 50 Which of the following sites your teacher use to deliver lessons online?
 (a) EKB (b) WhatsApp (c) Edmodo



- 51 Online learning environments, like..... allow teachers and students to communicate.
 (a) Facebook (b) games (c) **Edmodo**
- 52 is a reliable digital learning resource in the internet
 (a) **EKB** (b) face book (c) blog
- 53 should be used in a poster or billboard not more
 (a) **3 colors** (b) 5 colors (c) 4 colors
- 54 If you use font size, you will have to limit the amount of information
 (a) small (b) **too big** (c) suitable
- 55includes different options to choose from, such as PowerPoint, Word, and Publisher.
 (a) **Microsoft 365** (b) Google (c) Facebook
- 56 There are multiple online learning.....that can help you to learn about different subjects.
 (a) films (b) **sources** (c) newspaper
- 57 is Egypt's premiere online library of resources for a variety of subjects.
 (a) ISP (b) Vlaby (c) **EKB**
- 58is a virtual labs platform that enables students and teachers to do lab experiments.
 (a) School Lab (b) **Vlaby** (c) EKB
- 59 Stay safe online by setting.....passwords
 (a) **strong** (b) weak (c) easy
- 60 Achieving needs a set of rights and duties
 (a) **digital citizenship** (b) digital footprint (c) digital piracy
- 61 Choose the types of online you will use when you want to conduct a digital search.
 (a) classes (b) games (c) **sources**
- 62 Facebook, Wiki pages, and blogs are sources.
 (a) reliable (b) Accurate (c) **unreliable**
- 63 Technology helps to find real..... to problems that benefit local communities.
 (a) **solutions** (b) problems (c) questions



- 64 Ask your teacher, parent, or school.....for advice about which sources to use for your research.
 (a) librarian (b) Nurse (c) doctor
- 65 A device with a camera and speakers, and an application is needed to make.....
 (a) documents (b) emails (c) video chats
- 66 To start a, you must create a link and send it to the participants
 (a) conservation (b) chat room (c) video chat
- 67 In a chat room, some participants may..... to your message
 (a) click (b) reply (c) delete
- 68 To create an EKB account, use.....
 (a) emails (b) instant messaging (c) WhatsApp
- 69 Piracy is the.....circulation of content to be shared or sold to others.
 (a) illegal (b) Footprint (c) Legal
- 70 enables you to form an image of a person through his responses and actions on social networking sites.
 (a) Digital footprint (b) Digital piracy (c) Digital citizen right
- 71 is the illegal circulation of content to be shared or sold to others
 (a) digital citizenship (b) digital footprint (c) digital piracy
- 72 Teachers can provide virtualand upload quizzes through online learning environments.
 (a) lessons (b) games (c) toys
- 73 Which of the following online learning sources would you recommend to your friend who want to find out the boiling point of water?
 (a) Mapmaker interactive (b) Vlaby (c) EKB
- 74before conducting a digital search is very important.
 (a) Sharing (b) Planning (c) Helping
- 75is the most popular social media platform.
 (a) Google (b) Facebook (c) Email
- 76 Once you find information for your digital source it
 (a) evaluate (b) remove (c) delete
- 77 Construct ais an attempt to answer your question with an explanation that can be tested.
 (a) Hypothesis (b) question (c) test



- 78 Microsoft 365 package contains
- a MS Word b Paint c Google Chrome
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- a nervous b dressed c angry
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- a writing message b press " send " icon c delete the message
- 82 To start a call, make sure your..... are on
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- 84 IM software is needed to.....
- a email b instant message c chat rooms
- 85 You can use the internet to communicate
- a synchronously b asynchronously c both (a) & (b)
- 86 allows you to communicate live
- a word program b browser c video chats
- 87 may be full of personal opinions and even lies.
- a Reliable sources b Unreliable sources c EKB
- 88 It's important to share information about yourself and others safely and.....
- a strongly b slowly c responsibly
- 89 You have the right to not have your digital..... copied or shared without your consent
- a tools b footprint c work
- 90 Digital citizenship is the ability to use digital technology.....
- a ethically b responsibly c both of them



- 91 Stay safe online by
 (a) sharing your information (b) Setting strong password (c) hacking
- 92 To solve a specific problem, you mustthe problem.
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- 93 You watched your teacher make sure that the keyboard cable is connected to the place designated for it; this means that he is taking the..... step.
 (a) hypothesis building (b) hypothesis testing (c) digital footprint
- 94 You should be careful when solving problems that may pose a risk to you during thestep.
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- 96 The..... allow you to communicate in a group.
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- 97 With learning, participants can receive immediate feedback
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- 98 Many historical sites can now be visited by..... tickets easily through a website by clicking on your preferred choice.
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- 99 Using technology in a way can help people become successful digital citizens.
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- 100 Stay safe online by choosing..... you visit wisely.
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 (a) Easy-to-read (b) Easy-to-deal (c) Easy-to-use
- 103 Traveling by trains and planes has become easier due to the possibility of booking tickets through.....
 (a) travel companies (b) the internet (c) booking offices



Question 02

put (true) or (false)

- | | | |
|----|---|---|
| 1 | Recipes are a type of algorithm | ✓ |
| 2 | You follow a recipe which includes a set of instructions to make a meal. | ✓ |
| 3 | Search engines use algorithms to provide results | ✓ |
| 4 | Search engines do not help users gather information online. | ✗ |
| 5 | An algorithm is a series of steps that explain how to do a task | ✓ |
| 6 | When solving word problems in math class, you don't need to follow a series of steps. | ✗ |
| 7 | Algorithms are not useful in everyday life | ✗ |
| 8 | The steps to solve a maze often include the number of spaces to take and the direction to go. | ✓ |
| 9 | You can't create mazes on Code.org. | ✗ |
| 10 | Coding is the writing of multiple algorithms to make a complete program. | ✓ |
| 11 | You can use coding to identify the paths needed to get out of a maze. | ✓ |
| 12 | All computers understand and respond to the only one programming language. | ✗ |
| 13 | You can use programming codes to identify the paths needed to reach your goal. | ✓ |
| 14 | Instagram is a website can help you learn to code. | ✗ |
| 15 | Animations, movies, and games can be created using sounds. | ✗ |
| 16 | Mazes are an example of things you create using coding. | ✓ |
| 17 | Computers, like humans, use different languages. | ✓ |
| 18 | The video games that you play online were made by coding. | ✓ |
| 19 | In Paint, you can only edit photos by changing their color. | ✗ |
| 20 | Microsoft Paint allows you to change the size or direction of photo. | ✓ |
| 21 | MS Paint is considered a popular graphics editor | ✓ |
| 22 | The brush tool is used in Paint to enlarge parts of the image. | ✗ |
| 23 | Smart Art is not a graphic tool available in Word. | ✗ |
| 24 | The toolbox in Paint includes all the tools you will need to make your drawing. | ✓ |
| 25 | In Paint, you can add text to an image. | ✓ |
| 26 | The top of the screen in Paint is similar to Word and Excel. | ✓ |



- 27 PowerPoint is used to design presentations with texts only. ☐
- 28 The thumbnail on the left side of the screen in PowerPoint is a preview image of each slide. ☒
- 29 It's preferable to use written texts instead of relevant images within your presentation. ☐
- 30 You can choose background colors for each slide under design option ☒
- 31 Animations can be added to only one slide in PowerPoint. ☐
- 32 One of the things to consider when preparing a presentation is to avoid writing long paragraphs. ☒
- 33 You can choose the font style and size before typing your text ☒
- 34 Don't evaluate what you're viewing or about to share. ☐
- 35 You must respect the law, while using the internet. ☒
- 36 Achieving digital citizenship entails a set of rights and duties ☒
- 37 Every trace that a person leaves when using the internet is known as digital citizenship ☐
- 38 Reliable online digital tools are invaluable sources of information ☒
- 39 Mapmaker helps you to conduct your scientific experiments interactively. ☐
- 40 National Geographic kids enables you to conduct an experiment in science interactively ☐
- 41 Edmodo platform enables teachers to deliver lessons online. ☒
- 42 Online environments don't allow students to post their completed assignments ☐
- 43 Breaking down problems into smaller sections doesn't help in solving problems ☐
- 44 Your success in solving the problem means you succeeded in testing your hypothesis. ☒
- 45 When organizing a class trip, you do not need to decide on a destination ☐
- 46 Microsoft 365's bundle includes PowerPoint, Zoom, WhatsApp ☐
- 47 Choosing your topic is the last step of conducting a digital search. ☐
- 48 The unreliable source of information is well-written, without grammar or spelling mistakes ☐
- 49 It is necessary that your research plan include an introduction, paragraphs, and a conclusion about the information you provide ☒
- 50 You can write your research without indicating the source from which you got the information. ☐



- 51 Gather your notes and reliable source information, after you've completed your online search. ✓
- 52 You can turn the microphone and camera on or off during video chat ✓
- 53 Anyone with access to the chat room will be able to read your messages ✓
- 54 You can write the email of the person you're sending the message to in the " subject " field ✗
- 55 It is possible to find information about space science and history on the Mapmaker Interactive plat form ✗
- 56 National Geographic Kids provides a variety of subjects, from animals and science, to history and even geography. ✓
- 57 Mapmaker Interactive is one of the safest sites for research and data collection ✓
- 58 The first step in problem solving is hypothesis testing. ✗
- 59 Conducting unsafe tests is okay in problem-solving ✗
- 60 When making a guess to solve a problem, this guess is called the hypothesis ✓
- 61 Failing a test can be a learning opportunity. ✓
- 62 When testing your hypothesis, it is necessary not to do any test that puts you at risk. ✓
- 63 While creating a poster, it is preferable to choose a too large font. ✗
- 64 The amount of light in a photo doesn't matter when taking a good photo ✗
- 65 A suitable font size is better for presenting information because it allows more content to fit in the poster. ✓
- 66 It's necessary to have good-quality images on posters or billboards ✓
- 66 Using software to create a digital poster requires a digital device that supports the software ✓
- 67 It is important to have good manners and etiquette when dealing with others online ✓
- 68 Skype is a synchronous communication medium ✓
- 69 Tools needed for emails are internet browser or an email application ✓
- 70 You can copy content without the permission of the owner ✗
- 71 You can use the internet to communicate synchronously only ✗
- 72 Synchronous communication occurs in real time with instant responses ✓
- 73 Instant video chats and live television shows are examples of asynchronous communication ✗



- 74 A margin of 25 mm can help design a good poster by preventing it from appearing too cramped ✓
- 75 More decorative fonts in your poster are not preferable when making it. ✓
- 76 Margins are not important when creating a visually appealing poster or billboard ✗
- 77 When choosing colors for a poster, it is better to use more than 5 colors ✗
- 78 Easy-to-use digital tools and apps provide people with the information they need. ✓
- 79 Travelling becomes more convenient by booking tickets online ✓
- 80 Paying bills has become hard by using digital tools and apps ✗
- 81 William Tyner works to find real solutions to problems that benefit local communities. ✓
- 82 Mr Tyner works with different organizations to help individuals to contact with people and services. ✓
- 83 Never be ethical or responsible by treating others online without respect. ✗
- 84 To send an email to someone, type their email address in "To:" field. ✓
- 85 If you want to join a video call, click on link and wait to be "get out" ✗
- 86 Email should contain grammar mistakes before you send it. ✗
- 87 Be sure the information you're sending is safe and accurate, when you send an email. ✓
- 88 Anyone can enter the video chat without needing permission ✗
- 89 Instant messaging is a fun, casual way to communicate. ✓
- 90 During writing an email, don't forget to use greeting and ending ✓
- 91 Planning before conducting any digital research is not important ✗
- 92 Facebook, Wiki and blogs are non-reliable sources ✓
- 93 The articles written and verified by experts are called unreliable sources. ✗
- 94 Don't be careful about the source of information you get ✗
- 95 You don't have the right to engage with others online ✗
- 96 Video chats allow direct communication between two people only ✗
- 97 William Tyner uses different types of digital technology ✓
- 98 The process of communication between individuals at the same time is called asynchronous communication ✗



- 99 The person, who initiated the call, can make you "let in" in the call. ✓
- 100 The information from unreliable sources is presented in a professional way. ✗
- 101 In your daily life, you don't face any problems when using ICT tools ✗
- 102 Constructing a hypothesis is a step in problem-solving. ✓
- 103 A hypothesis is a specific answer and does not need to be tested ✗
- 104 Sending an email is considered synchronous communication ✗

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

	Lesson 5	Lesson 6	Lesson 7	Lesson 8	General revision
Q1 choose	1-8	9-16	17-23	24-31	32-103
Q2 put true or false	1-7	8-18	19-26	27-33	34-104

جميع أسئلة الشيت أسئلة رسميه من امتحانات المحافظات للسنوات السابقة و أسئلة كتاب المدرسة
يمكنكم متابعه الشرح و حل الأسئلة علي قناه كارتون ساينس





** Digital Citizenship **

🌐 Active Explorer:

William Tyner is a **cultural anthropologist**, and a **technology expert** who works with various organizations that help people connect with other people or services that can help them.

William Tyner believes that using technology, in a positive way, helps people become successful digital citizens.

William Tyner works with various organizations that help people connect with other people or services that can help them.

🌐 **For example,** if someone finds it difficult to pay his bills, he can use an application through which he gets help from the institution whose services he wants to use.

🌐 **There are many ways** in which **digital tools help Egyptian citizens**. Traveling, for example, has become easier because of the ability to book train, bus, and plane tickets online. It is now possible to book tickets to visit some of the historical and cultural sites by clicking on the option that suits you. An abundance of information is now within everyone's reach thanks to the wonderful Egyptian Knowledge Bank website.

🌐 Digital Citizenship:

– It is the **ability to use digital technology** in an ethical, responsible and safe manner.

– It helps you use and benefit from digital technology, as well as protect your digital footprint.

🌐 Digital Fingerprint:

A **digital record of everything** you do with the Internet, including websites the e-mail you visit and all what you share with others.

It includes what others share about you.

That is why it is very important to share your information about others in a safe and responsible manner.

🌐 **As a digital native, you have certain rights and responsibilities:**

Responsibilities	Rights
You should never hack protected content and share it with others or selling it	You have the right not to copy or share your digital fingerprint without your permission. If you upload videos, uploads, songs, or stories of your own creation on the Internet, you have the right to be protected against hacking. (Hacking is the illegal circulation of content for the purpose of sharing or selling it to others)
You should always show a positive attitude in your interactions with others online	You have the right to interact with others online, spread positive ideas to help your community, or express your opinions in a way that does not offend others
Be sure to rate what you're watching or what you're going to share. Ask: Is the source information safe to display and participation? Is the source the result of Hacking?	You have the right to share and access information and entertainment online, while respecting intellectual property rights



Besure to evaluate how you use the Internet. **Is** what you're watching a productive use of time?

Does it bring you joy or stress you out?

You have the right to use the Internet when you need or want to, while respecting the law

**** Online Communication ****

☼ Positive effects of information and communication technology:

– **Digital devices** can help someone with a speech difficulty communicate with others or learn language in school using pictures. For students who cannot leave their homes due to health or other problems, **digital devices** can provide them with the necessary connection to teachers as well as materials for learning.

– **Digital devices** can also be useful when unforeseen factors affect our ability to leave our homes.

In addition to providing Egyptian citizens with access to educational materials in the digital library, the Egyptian Knowledge Bank holds webinars for teachers, students, and parents, to provide guidance and advice on how to register and use the site.

**** Video sharing platforms:**

If you want to learn how to prepare healthy meals, you can search for a video that shows you how to prepare them in detail!

And if you have a skill that you want to share online, you can use

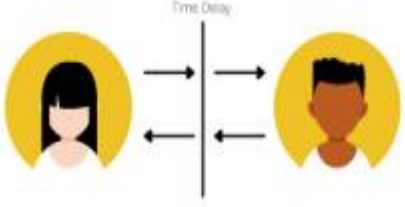
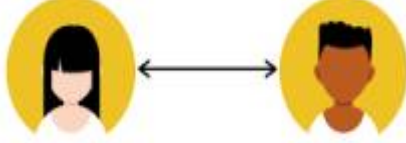
a video sharing platform to post a video of your own making. Remember to check with your teacher or family member before posting anything online.

**** Social Media:**

You can connect with others online as well. You can work with your classmates by default on a project outside of school; you can also chat with your friends via video chats. You can even join to an online group with whom you share the same interests, such as sports, movies, and games such as chess.

**** Remember to consult an adult before joining a group or communicating with someone online.**

**** You can use the Internet to communicate Synchronous and Asynchronous**

Communicate Asynchronous	Communicate Synchronous
<p>The call that does not require a response</p> <p>Instant. Transferring information or files between two or more people without the necessity of their presence at the same time, through various digital tools and resources, such as (sending a file to e-mail - recorded educational programs)</p>	<p>Communication that occurs in real time via Immediate responses.</p> <p>Exchange of information or files between two people</p> <p>At the same time through various digital tools such as (conversations Instant Video - Live TV Shows - Rooms Instant Chat - Instant messaging (IM))</p>
 <p>Asynchronous Communication</p>	 <p>Synchronous Communication</p>



Synchronous connection:

1. Video Chats allow you to communicate directly with one or more people via your laptop.

Tools needed: device with camera and speakers and a mobile phone or video chat application.

2. Instant Messaging (IM) allows you to send messages Internet.

Messages can only contain text or have photos or videos added to it.

Tools needed: An instant messaging program on your computer or a Mobile phone app.

3. Cell Phone Mobile Application:

A mobile application is an application that runs on your mobile device and gives you direct access to various programs, such as mail, Email, instant messaging, social networking pages, and video chats.

Some of these apps may be pre-installed on your mobile device, while others need to be downloaded.

4. Chat Rooms:

Chat rooms allow you to communicate in groups, usually with a focus room Chat on one topic only. For example, people might use a chat room to have a discussion about a particular study topic.

Tools needed: A web browser to access the Internet or an email application on your mobile device.

**** How to use electronic communication? ****

 **How to use ICT tools to communicate:**

 **Make Video Chats:**

To start a video chat; you can **create a link** and **send it** to the participant. If you want to **join a conversation**, you have to **click**

on its link and **wait** for the person who started the conversation to "**allow you in**" to enter.

****** You can also **reply** to the conversation by **clicking** on the **phone/video icon**.

Make sure the microphone and camera are on.

****** Sometimes, the person in the conversation may **turn off other people's microphones**.

****** You can also **turn off the microphone** or turn off the camera whenever you want.

****** If the **camera is on**, **anyone** involved in the conversation will be able **to see you**; therefore, dress appropriately, and act as if you are in a public place.

****** Speak up when it's your turn, and **make sure** there's nothing in the **background** that points to your address or any personal information you **don't want to share**.

 **Chat Rooms:**

In the chat room, you can simply **write and send** your comment, and you can also reply to messages. Some participants may reply to your message as well. But remember that anyone who has **access to the chat room will be able to read your messages**; **So, be polite, helpful and positive**.

 **Instant Messaging:**

Click on the name of the person you want to chat with, type your message, and click on the "**Send**" icon. Instant messaging **is a fun and informal way to communicate**. You can **use short phrases** instead of full sentences, as well as **symbols** and **pictures** to communicate. But it is **important to be ethical** in dealing with others.

 **E-mail:**

To send an email to someone, type their email address in the "**To**" field and write the subject of the message in the **subject** line.



When writing an email, **be sure to use the correct grammar. Be polite and clear**, use **salutations and closing phrases**. And if you're sending attachments, make sure that the information you're sending is **secure and accurate**.

🌸 **Online Learning Environments:**

Online Learning Environments such as **Edmodo®** allow teachers and students to communicate with each other.

🌸 **Online Learning Sources: –**

⇒ **Egyptian Knowledge Bank**

The **first electronic library** in Egypt that contains resources on various topics. It enables you to **search and view various topics**, digital articles and videos by simply clicking on them.

⇒ **National Geographic Kids**

A **popular online resource** that enables children to find information on a **variety of topics**, including animals, science, history, and geography.

⇒ **Vlaby**

A **virtual laboratory platform** that enables students and scientists to conduct **laboratory experiments** in an interactive environment. It is not only informative, but also fun.

⇒ **Interactive Map Maker**

An **interactive feature provided by National Geographic**. Interactive **Map Maker provides** online mapping tools for students and teachers and allows the use of map-related to pics, data, and tools.

**** A plan for Digital Research ****

As you do your **Digital Research**, make sure to focus only on the topic you're researching. When you find information that might answer your questions, **evaluate it. Is it reliable?** After you have determined that the information is reliable, make detailed and accurate notes about it. Be sure to write

down what you will be using the source material for. Don't forget to mention the source in your notes; So that you can document it in your report.

🌸 **Unreliable Sources:**

You may find correct information on social media sites, such as Facebook, wikis, and blogs, but you are also likely to find information filled with opinions, errors, and even lies. Therefore, be careful when using the information, you find in these types of sources.

🌸 **Trusted Sources:**

Reliable sources are articles or information written by experts and verified for their authenticity. The information in these sources is professionally presented and carefully written, with minimal grammatical and spelling errors.

**** Synchronous and Asynchronous Communication ****

The Internet allows us to communicate synchronously. And that's cool: We can send out "Happy New Year" Quickly, **but Synchronous Communication is not always a good thing.**

Sometimes we have to give ourselves or others we communicate with enough time to think about the information we have sent, our questions or their answers.

So it is important to know when to use each type of communication:

1. Synchronous Communication:

- Between friends or close family members.
- When information is urgent or needs to be sent quickly.
- When information is about issues from everyday life.
- When the answer does not require much thought and preparation.



2. Asynchronous Communication

- Between people who don't know each other well.
- When information is important but not urgent.
- When information contains sensitive or complex topics.
- When the answer needs to be thought and prepared

Fourth Axis: Software Projects

** Problem Solving Skills **

🌸 Active explorer:

Gautam Shah quit his IT job in 2014 and began looking for ways to use technology to conserve wildlife. Conserving wildlife means protecting animals in their natural habitats.

Gautam Shah believes in using technology and online games to bring wildlife into people's daily interests. For this reason, **Gautam Shah** has set up her team organization The **Internet of Elephants** with other animal conservation organizations around the world, and uses the data it collects via GPS to design **interactive online games**.

The **Internet of Elephants** designs **unique mobile games**, using **augmented reality technology**, and data display effects that allow people to interact with wonderful creatures.

🌸 Problem solving skills:

⇒ Take steps to solve a problem:

Just as in your daily life, you may face problems, which you need to **think** about and **solve**, when **using ICT** tools. Sometimes **solving a problem** can seem difficult; so you have to take steps, to make the problem solving process easier.

1. Building a Hypothesis: A **Hypothesis** is a scientific **guess**

about how things will happen. It is an attempt to answer your question with a testable explanation.

2. Test your Hypothesis: Don't take any test that puts you at risk.

3. Did your test pass? It's okay if it doesn't work, we learn from our mistakes. What did you learn? How will this help you build your next Hypothesis?

🌸 Breaking problems down into small parts:

Some ICT issues may be more complex than others. Break these problems down into small parts and solve them.

🌸 Read this problem from the real world:

Your teacher asked you to help organize a class trip. At first, the task at hand may seem very difficult. But if you break it down into several small tasks, it becomes easier.

- 1. Decide** the destination of the trip.
- 2. Set** the date and time of the trip.
- 3. Ask** about the price of the trip for each student.
- 4. Determine** how you and your colleagues will arrive at the destination.
- 5. Determine** what items the students should bring with them.
- 6. List** the rules that must be followed on the day of the trip.

** Digital Applications **

🌸 Presentation of information: Digital Tools:

When you present information, think about the digital tools you'll need to best present it.

For example, suppose you are asked to design a digital poster. You will need to use a program that allows you to design, Microsoft 365 includes different options:



- Presentation Software (PowerPoint®),
- Word Processor (Word®)
- Desktop Publishing Software (Publisher®).

To access the **Microsoft 365 package**, you will need a digital device that supports the software. You must make sure that your computer is up-to-date to support the downloaded software.

Numerical concepts to consider:

When designing your poster, consider the following digital concepts:

Margins

Margin is the amount of space between the edges of the poster and its content, and it is important to leave this space empty.

If you add content too close to the edges, it will make the viewer feel crowded with information.

Font type and size

When you present a poster, your audience should be able to see your information easily.

If you choose a font size that is too small for your audience to read, you must choose a font that is suitable for the audience to know how to read.

Colors

Use colors that help you convey your message, so the harmony of colors draws attention.

Note: - It is better not to use three colors in the poster and be careful of the background color when choosing the font.

Pictures

- It is common to use images in posters.
- Images must match the content you share.
- Use clear, high-quality images appropriate to the topic.

Digital applications:

**** Evaluate Information Sources:-**

You need to use multiple sources when searching, and these include:

• **Publications:** books, articles, newspapers, encyclopedias.

• **The Internet:** a search engine, specialized websites, digital learning sites, the Egyptian Knowledge Bank and similar reliable sources on the Internet.

• **Interviews:** with people who have experienced, been influenced by, or studied the topic at hand.

**** Using Word and Excel spreadsheets :**

This **spreadsheet** program, **Excel**, allows you to create a spreadsheet with as many **columns** and **rows** as you need.

It is usually used to **present numbers** because it is able to add them automatically.

Spreadsheet software is an excellent way to gather information and gather your ideas.

Another basic program that you will need is a **Word Processor**.

This program **allows you to present your ideas in a variety of ways**.

It is mostly used to write what you want but with it you can do much more, you can change the **layout**, **add images**, and link your report to websites or information.

**** Algorithms ****

Presentation of information: Digital Tools:

An **Algorithm** is a series of steps that explain how to perform a task. When you prepare a meal, you follow a recipe – and the recipe is some sort of algorithm!

Many of the things you do every day can be described by algorithms.

Cleaning your room, for example, is a kind of algorithm:



1. Clean the dust
2. Wipe flat surfaces
3. Clean the floor

** And when you're at school, you use algorithms to complete tasks. When you're solving a verbal problem in math, for example, you often have to break the question down into parts, and solve it in a series of steps. These steps are the instructions needed to solve the issue.

** Similarly, computers and their applications use algorithms to perform specific tasks. When you enter the keywords you're searching for, the search engine takes steps to deliver the results.

** For this reason, it is so important to choose the right words when you are trying to gather information. When you enter your keywords, you tell the engine what you want it to do. And if your formulation isn't precise enough, the engine's algorithm may not be completely accurate.

⇒ **Coding:** Writing **multiple algorithms** to create a complete program.

games using coding.

**** Graphic Art ****

It's easy to create your own graphics or edit photos on computers.

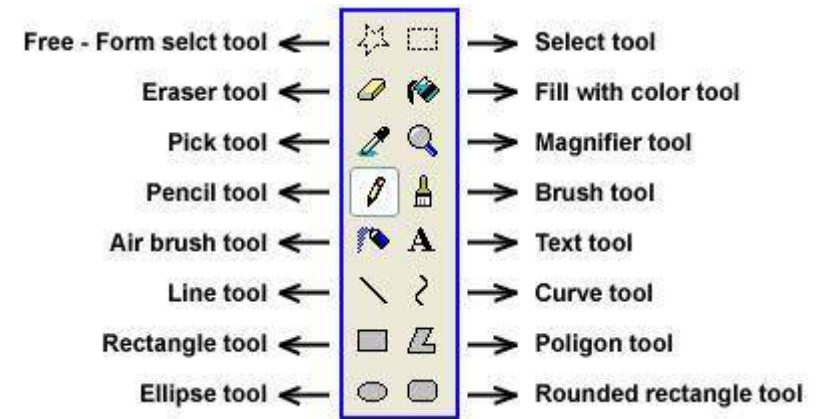
Microsoft Paint is one of the most **popular programs** in the field of **photo and graphic** editing.

** **To open the file**, click on the **Accessories** folder in the **Start menu**, search for the **Paint** program and click on its icon. When you open the program, you will notice that the **upper part** of the opening screen **is similar in design** to the word processor programs **Word** and **Excel**, as this part includes the **Menu bar**

and the **Toolbox**.

The **menu bar** includes **options** for **opening** and **saving** files, and the **editing** features available in the menu bar include the ability to **edit colors** and **images**.

As for the **toolbox**, it **contains** all the **tools** that you will need to design your **drawing**, including:



** **With Paint, you can edit images as follows:**

→ Fill colors using the options assigned to this task.

→ Selecting specific parts of an image to be used in your drawing by cropping.

→ To add text to an image, click on its lower right edge, then drag the mouse pointer to the right until there is enough white space to write the text after that, cut the text from the white space and paste it on the image.

→ Change the image size or orientation.

The Word Processor program also provides graphic tools, you can use to design graphic elements, press the **Insert tab** in the **menu bar** to learn about the different options available, such as:

- Shapes
- Icons



- 3D Models
- Diagrams

Create a presentation:

- Presentation software (**Microsoft PowerPoint®**) is used to design presentations.
- It includes text, animation, photo and special effects.
- To create a presentation using (**Microsoft PowerPoint®**)
- Click on the presentation software icon on your computer.
- Click on Blank presentation.
- You will notice that there is a menu bar at the top of the program's opening screen.
- It includes multiple tabs. Each tab includes a set of tools that you can use to create your presentation.
- You'll notice a slide that tells you to click to type a title.
- Use the first slide to add a title and subtitle to your presentation.
- You can also add your name in the subtitle section, and then type the information into the text boxes

A Slide is a presentation page that contains your text and images.

In the **left part** of the opening screen, you will notice that there is a thumbnail image (**thumbnail**) for each slide you create, which is an image that is intended to preview the slide, click on New slide to add another slide to your presentation.

You can choose the layout of each slide by pressing the **Layout tab** in the **Home menu**.

Add Text: To add text to your presentation slides, tap the text box on the opening screen, choose the font type and size you'd like to use, and start writing the text.

Add visuals and effects: The presentation software includes

many visuals that contribute to the highlight of your presentation.

Design: Click on the design options for each slide, including the background colors.

Draw: Choose from among the drawing tools.

Transitions: Choose a visual effect to use when moving from one slide to the next.

Animations: Choose the types of animations you want to use with the content of each slide.

Slide Show: Decide how you'd like to present your presentation, and timing for each slide.

You can also watch the show by pressing the display icon or by pressing the F5 key on your keyboard.

Insert pictures: To insert pictures into your presentation, click on the **Insert tab**, then the **Pictures** option.

Choose what you need from the menu bar, and when you choose the image you want to insert, drag it with your mouse pointer into the slide. You can also insert an image you created with another program into your presentation.

When designing your presentation, be sure to keep the following in mind:

- Avoid long paragraphs or sentences.
- Verify that the font type and size are readable.
- Use images instead of text whenever possible.





Questions

A. Choose the correct answer from the brackets:

(Digital Books – William Tyner – Interactive Whiteboard – Organizations and Government)

1. [William Tyner](#) is considered a scholar in the field of cultural anthropology.
2. Types of Digital Information Technology [Interactive Whiteboard](#) and Digital Books.
3. [Organizations and Government](#) can use the tools of information and communication technology.

B. Choose the correct answer from the brackets:

(Chat – Mobile Phone – Synchronous – WhatsApp – Instant Messaging – Internet)

1. One of the means of communication between people is [WhatsApp](#).
2. There are types of communication such as Asynchronous communication, [Synchronous](#) communication.
3. [Instant Messaging](#) allows you to send messages using the Internet.
4. [Chat](#) is the process of communicating several people in a room to discuss a specific topic.
5. Among the tools used and necessary for the communication process are [Mobile Phone](#), [Internet](#).

C. Choose the correct answer from the brackets: (E-mail – Chat Rooms – Online Learning Environments – Instant Messaging)

1. Edmodo is one of the [Online Learning Environments](#).
2. When writing [E-mail](#), be sure to use the correct grammar.
3. [Instant Messaging](#) is a fun and informal way to communicate, you can use short phrases instead of full sentences.
4. In the [Chat Rooms](#), you can simply write and send your comment, and you can also reply to messages.

D. Choose the correct answer from the brackets: (Digital Research – Trusted Sources – Synchronous Communication – Unreliable Sources)

1. You may find information filled with opinions, errors, and even lies in [Unreliable Sources](#).
2. The information in [Trusted Sources](#) is professionally presented and carefully written.
3. Don't forget to mention the source in your notes when doing your [Digital Research](#), so that you can document it in your report.
4. [Synchronous Communication](#) is between friends or close family members.



E. Choose the correct answer from the brackets:

(The Internet of Elephants – Gautam Shah – Hypothesis)

1. Hypothesis is a scientific guess about how things will happen.
2. The Internet of Elephants is an organization with other animal organizations around the world, and uses the data to design interactive online games.
3. Gautam Shah quit his IT job in 2014 and began looking for ways to use technology to conserve wildlife.

F. Choose the correct answer from the brackets:

(Publications – Excel – Microsoft 365 – Digital Device)

1. Microsoft 365 includes Powerpoint, Word and Publisher.
2. To access the Microsoft 365 package, you will need a Digital Device that supports the software.
3. Publications includes books, articles, newspapers, encyclopedias.
4. Excel allows you to create a spreadsheet with as many columns and rows as you need.

G. Choose the correct answer from the brackets:

(Computers – Algorithm – keywords – Engine – Coding)

1. An Algorithm is a series of steps that explain how to perform a task.
2. Coding is writing multiple algorithms to create a complete program.

3. Computers and their applications use algorithms to perform specific tasks.

4. When you enter the keywords you're searching for, the search engine takes steps to deliver the results.

5. If your formulation isn't precise enough, the Engine algorithm may not be completely accurate.

H. Choose the correct answer from the brackets:

(Presentation – Microsoft Paint – Menu Bar – Slide)

1. Microsoft Paint is one of the most popular programs in the field of photo and graphic editing.
2. The Menu Bar includes options for opening and saving files.
3. A Slide is a presentation page that contains your text and images. In the left part of the opening screen.
4. When designing your Presentation, avoid long paragraphs or sentences.

**** Put (✓) or (X) ****

1. One of the IT tools is the Interactive Whiteboard only. (X)
2. The scientist "William Tyner" is considered a specialist in the field of cultural anthropology. (✓)
3. IT tools are important to facilitate quick communication. (✓)
4. Travel tickets can be booked, in an easier way, through modern information technology. (✓)

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5. The computer is one of the most important tools of information technology. (✓)
6. Asynchronous communication is the exchange of information at the same time. (×)
7. One of the tools necessary for the communication process is the mobile phone. (✓)
8. A Chat Room consists of a group of people to discuss a specific topic. (✓)
9. E-mail is not a means of social communication. (×)
10. It is the process of downloading files from the Internet to your personal device Upload. (×)
11. Vlaby is a virtual laboratory provided by National Geographic. (×)
12. You can turn off the microphone or turn off the camera when making video calls. (✓)
13. Egyptian Knowledge Bank is the first electronic library in Egypt that contains resources on various topics. (✓)
14. Interactive Map Maker enables children to find information on a variety of topics, including animals, science, history, and geography. (×)
15. Anyone who has access to the chat room will not be able to read your messages. (×)
16. Asynchronous Communication when information is urgent or needs to be sent quickly. (×)

17. Unreliable Sources are articles or information written by experts. (×)
18. When doing your Digital Research, make sure to focus only on the topic you're researching. (✓)
19. Synchronous Communication when information contains sensitive topics. (×)
20. Synchronous Communication is always a good thing. (×)



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Final Revision

*(1) Choose the right answer:

Mr. Ahmed ElBasha

1. You can see many archaeological sites inside and outside Egypt while you are at home by
a. augmented reality b. piracy c. digital footprint.
2. providing Egyptian citizens with access to learning materials in the digital library.
a. EKB b. Facebook c. Social media
3. As a digital citizen, you use to learn, to share, and to communicate.
a. video chat b. ICT tools c. Online
4. Synchronous communication is that occurs at the same time with instant responses, live television shows, instant chat rooms is
a. video chats b. live television shows c. All the previous
5. To provide the proposed solutions to solve the problem of the computer speakers not working, you must first
a. test the hypotheses b. building the hypotheses c. verify the success of the test
6. The application is used to conduct group video chats.
a. Skype b. Egyptian Knowledge Bank (EKB) c. Augmented reality
7. You can write the title of your message via e-mail in the field
a. From b. subject c. Attachments.
8. From reliable digital learning resources via the internet.
a. WhatsApp b. the Egyptian Knowledge Bank (EKB) c. Facebook
9. The last step for instant messaging is
a. writing the message
b. pressing the "send" icon
c. pressing the "contact list" icon
10. You can send long text messages over the internet through
a. Interactive map designer b. E-mail c. Video call
11. When the information is urgent, it is preferable to use communication.
a. asynchronous b. synchronous c. paper letters

25..... allow you to communicate live with one or more people via your mobile device or computer.

- a. Information b. Video chats c. files

26..... It allows teachers and students to communicate, no matter where they are.

- a. Internet b. Edmodo c. Communicate

27..... can provide virtual lessons and download quizzes with Online learning environments, such as Edmodo.

- a. Teachers b. Students c. Edmodo

28.Digital is using the internet in a safe and responsible way

- a. Footprint b. Citizenship c. Tool

29.PowerPoint, Word, and Excel are options in

- a. Social media b. Augmented reality c. Microsoft 365

30.Social media sites contain sources.

- a. Reliable b. Real c. Unreliable

31.Gautam Shah uses to save wildlife.

- a. Games b. Email c. Guns

32.Digital is a record of everything you do online.

- a. Footprint b. Citizenship c. Board

33.You can create mazes on

- a. wikipedia.com b. Zoom.us c. code.org

34.The digital search can include and image sources.

- a. audio b. video c. audio, video

35..... are articles or information written and verified by experts.

- a. Digital search b. Reliable sources c. Information

36.You can with your friends online.

- a. video chat b. Webpage c. website

37.William Tyner is a

- a. cultural anthropologist b. technologist and filmmaker c. All of the Previous

38.You use ICT tools and to communicate as a digital citizen.

- a. to learn b. to share c. All the Previous

39..... communication is that occurs at the same time with instant responses, using various digital tools

- a. Synchronous b. Internet c. Communication tools

40..... communication that does not require an instant response.

- a. synchronous b. Asynchronous c. TV channels

41.Gautam Shah is the founder of

- a. Internet of Elephants
b. Egyptian Knowledge Bank
c. Information Communication Technology

42.When you research you need to use a variety of sources like

- a. books, articles b. Interviews c. All the previous

43..... is used for defining location.

- a. GPS b. margins c. Transitions

44.Include text animations, images, and special effects using

- a. Chat room b. Microsoft PowerPoint c. Excel

45.In the you can write your comment and send it.

- a. Chat room b. Microsoft PowerPoint c. Excel

46.To making video chats, make sure your are on.

- a. Chat rooms b. Synchronous c. microphone and camera

47.When writing an email, be sure use

- a. greetings b. endings c. All of the previous

48..... allows you to send text messages via the internet applications.

- a. Piracy b. Instant messaging c. Source

49.Microsoft 365 package contains program.

- a. Word processor software b. Paint c. Google Chrome.

50.One of the unreliable digital learning resources via the internet is

- a. Edmodo b. EKB c. Facebook

51.One of the reliable digital learning resources via the internet is

- a. WhatsApp b. EKB c. Facebook

52.You can add a slide within PowerPoint by choosing

- a. Save b. Toolbox c. New Slide

53.When the information is urgent, it is preferable to use communication.

- a. asynchronous b. synchronous c. paper letters

54.The application is used to have group video chats.

- a. Skype b. Egyptian Knowledge Bank (EKB) c. augmented reality

[illegible]

a. Reliable	b. Real	c. Unreliable
<p>1. <i>Reliability</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>2. <i>Reliability</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>3. <i>Reliability</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>4. <i>Reliability</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>5. <i>Reliability</i> is the extent to which a measure is consistent over time, across raters, and across items.</p>	<p>1. <i>Real</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>2. <i>Real</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>3. <i>Real</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>4. <i>Real</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>5. <i>Real</i> is the extent to which a measure is consistent over time, across raters, and across items.</p>	<p>1. <i>Unreliable</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>2. <i>Unreliable</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>3. <i>Unreliable</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>4. <i>Unreliable</i> is the extent to which a measure is consistent over time, across raters, and across items.</p> <p>5. <i>Unreliable</i> is the extent to which a measure is consistent over time, across raters, and across items.</p>

a. Mapmaker

b. Coding

c. EKB

a. Footprint	b. Citizenship	c. Tool
<p>1. <i>Footprint</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>2. <i>Footprint</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>3. <i>Footprint</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>4. <i>Footprint</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>5. <i>Footprint</i> is a tool that helps you understand the impact of your business on the environment.</p>	<p>1. <i>Citizenship</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>2. <i>Citizenship</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>3. <i>Citizenship</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>4. <i>Citizenship</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>5. <i>Citizenship</i> is a tool that helps you understand the impact of your business on the environment.</p>	<p>1. <i>Tool</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>2. <i>Tool</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>3. <i>Tool</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>4. <i>Tool</i> is a tool that helps you understand the impact of your business on the environment.</p> <p>5. <i>Tool</i> is a tool that helps you understand the impact of your business on the environment.</p>

a. audio b. digital search c. video

a. be properly dressed b. anyone can see you c. no one can see you

a. emails b. instant messaging c. chat rooms

a. The Mapmaker Interactive b. Vlaby c. EKB

- Mapmaker Interactive
- National Geographic Kids
- Egyptian Knowledge Bank

a. reliable b. accurate c. unreliable

a. asynchronous b. synchronous c. a & b

a. books b. drawing c. augmented reality

a. movies b. games c. animations

a. leave b. break down c. prepare

69. Microsoft 365 package contains program.

- a. MS Word b. Paint c. Google Chrome

70. Make sure to choose a font size that is when designing a poster or digital billboard.

- a. very small b. easy to read c. very large

71. includes different options to choose from, such as PowerPoint and Word

- a. Socializing b. Microsoft 365 c. Google

72. program is used for writing your CV.

- a. Word b. Excel c. Photoshop

73. program is a perfect way to record data in rows and columns.

- a. Word b. Excel c. Photoshop

74. Gautam Shah is the founder of

- a. Internet of Elephants b. EKB c. ICT

75. is an educated guess about how things work.

- a. A hypothesis b. ICT c. Internet

*** (2) Put (√) or (X) :**

1. Planning before conducting any digital research is not important. ()
2. Your success in solving the problem means that you succeeded in testing your hypothesis. ()
3. Edmodo digital learning environment allows teachers and students to communicate and learn online. ()
4. You should be ethical and responsible by treating others online with respect. ()
5. When writing an email, be sure use greetings and endings. ()
6. Stay safe online by setting strong passwords. ()
7. (EKB) is a library for just kids. ()
8. Internet etiquette is a polite behavior followed on the internet. ()
9. Skype is an asynchronous communication medium. ()
10. Sending an email is considered asynchronous communication. ()
11. You can't add photos to a report in Microsoft Word. ()
12. To send an email to someone, type their email address in the "subject:" field. ()
13. It is not important to plan before conducting a digital search. ()
14. Reliable sources information is presented in a professional fashion. ()
15. Facebook, Wiki pages, and Blogs. They are reliable sources of Information. ()
16. Anyone can enter the video chat without needing permission. ()
17. No one in the video chat will be able to see you if your camera is turned on. ()
18. You can turn the microphone and camera on or off during video chat. ()
19. You cannot turn off your microphone or camera after you start the video chat. ()
20. Video chat is considered an example of synchronous communication. ()
21. The team of Internet of Elephants uses the data they collect by GPS to help create interactive online games. ()

22. The use of ICT tools is limited to countries and governments only. ()
23. Egyptian Knowledge Bank is a virtual lab platform that enables students and teachers to do lab experiments in an interactive environment ()
24. Every trace that a person leaves when using the Internet is digital citizenship. ()
25. You can write e-mail of person you're sending the message to in the "To" field. ()
26. It is possible to find information about space science and history on the interactive map maker platform. ()
27. It is important to break complex problems into small parts when solving them. ()
28. Information technology tools enable people of determination to communicate with teachers and view school subjects. ()
29. The Interactive Map Maker is one of the safe sites for research and data collection. ()
30. It's important that your project contains some untrusted information. ()
31. If you have a group of people solving a problem, you should assign all sections to one person. ()
32. Sending an email is considered asynchronous communication. ()
33. Every trace that a person leaves when using Internet is known as digital footprint. ()
34. Online learning environments, such as Edmodo, do not allow teachers and students to communicate. ()
35. A digital search can include audio, video, and image sources, but not text sources. ()
36. National Geographic Kids enables teachers to conduct laboratory experiments. ()
37. Unreliable sources provide information with some errors. ()
38. Synchronous communication doesn't happen in real-time. ()
39. It is not important to leave margin space empty ()
40. Vlaby enables you to conduct an experiment in science interactively. ()
41. You can insert images into PowerPoint files. ()
42. Paint program allows you to edit images. ()

43. It's important that your project contains some trusted information. ()
44. The information from reliable sources is presented in a professional fashion ()
45. William Tyner works to find solutions to problems that benefit communities. ()
46. In Egypt, it has become difficult to book train or plane tickets Online. ()
47. ICT tools are important to facilitate the process of rapid communication. ()
48. The computer is one of the most important ICT tools. ()
49. The Internet should be used by a positive way. ()
50. (EKB) is considered one of the most important Egyptian digital libraries. ()
51. You have the right to use the Internet when you need, with no respect for the law ()
52. If you're sending attachments, be sure the information you're sending is not safe. ()
53. There are common steps that you can take to make problem solving easier. ()
54. Word processor software is often used to present numbers as the program can add up numbers automatically. ()
55. Anyone with access to the chat room will not be able to read your messages. ()
56. When testing your hypothesis, you should not to do any test that puts you at risk. ()
57. In word processor software, you can choose animated effects for each slide. ()
58. Google is a trusted information source. ()
59. Evaluating information means making sure that its sources are trusted. ()
60. You can change the font size and type on Word processor software. ()
61. Digital citizen is inability to use technology tools. ()
62. Everyone has the right to protect his information against piracy. ()
63. Information and communication technology has no positive Effects. ()
64. You should have good manners and etiquette when dealing with others online. ()
65. You can communicate with an unknown person over the internet without consulting any of your family members. ()

-
66. When writing an email, be sure to use greetings and endings. ()
-
67. Students can send homework and messages to their teachers with Edmodo. ()
-
68. Once you find information to answer questions, evaluate it. Is it reliable? ()
-
69. When testing your hypothesis, you should consider safety. ()
-
70. Mr. Shah realized use his skills to make a positive impact on human life. ()
-
71. Wildlife conservation is protecting animals in their natural habitats. ()
-
72. Complicated and decorative fonts are always better and easier to read. ()
-
73. Microsoft 365 includes PowerPoint, Zoom, and WhatsApp. ()
-
74. You can change the font size and type on MS Word. ()
-
75. Internet of Elephants is an organization concerned with wildlife. ()
-
76. Internet of Elephants uses data collected via GPS to design interactive games. ()
-
77. It is important to break complex problems into small parts when solving them. ()
-
78. Any big problem should be left without solving. ()
-

*(3) Match:

1

Match from (A) to the suitable answer from (B):

(A)	(B)
1. You use ICT tools	a. National Geographic Kids
2. This allows you to send and receive messages.	b. simultaneously or asynchronous
3. A popular online source for kids to find information on a variety of subjects.	c. one of the online learning environments
4. You can use internet to communicate	d. to learn, to share, and to communicate
5. Edmodo	e. Email

1-

2-

3-

4-

5-

2

Match from (A) to the suitable answer from (B):

(A)	(B)
1. The ability to use technology tools	a. Piracy
2. Sharing a content illegally	b. Digital footprint
3. Every action you do on the internet	c. is a guess of how the problem happened.
4. Building hypothesis	d. Digital citizen

1-

2-

3-

4-

3

(A)	(B)
1. Reliable sources	a. Guess about how the problem happened
2. Asynchronous communication	b. Every trace a person leaves when using the internet
3. Digital footprint	c. Egyptian knowledge bank
4. Hypothesis building	d. Suitable when the information is important and not urgent

1-

2-

3-

4-

4

(A)	(B)
1. Skype program	a. is a record of what you do on line.
2. Digital footprint	b. the ability to use digital technology ethically, responsibly, and safely
3. digital citizenship	c. a video chatting program
4. Vlaby	d. online mapping tools
5. Interactive Map Maker	e. A virtual laboratory platform that provides laboratory experiments in an interactive digital environment

1-

2-

3-

4-

5-

5

(A)	(B)
1. MS Word	a. Mr Shah
2. He believes in using online games to bring wildlife into people's daily lives	b. EKB
3. Is a reliable sources of information	c. is an application that enables you to write whatever you want.
4. Synchronous communication is appropriate when	d. the information is urgent or needs to be transmitted quickly

1-

2-

3-

4-

6

(A)	(B)
1. Internet explorer	a. is to copy digital content without the owner's permission for the purpose of selling it.
2. Piracy	b. is a video chatting program.
3. Skype	c. is one of the internet browsers.
4. Vlaby	d. is an online mapping tools.
5. Mapmaker Interactive	e. is a virtual laboratory platform that provides laboratory experiments in an interactive digital environment.

1-

2-

3-

4-

5-

(4) Try to answer*1****Choose the correct answer from the words between brackets:****(digital citizen - digital footprint - William Tyner - Piracy - Desktop computer)**

1. is every action you do on the internet.
2. means sharing a content illegally.
3. is the ability of using technology tools.
4. is specialized in cultural human science field.
5. is a computer used at home or companies.

2**Complete the following sentences from the following:****(microphone and camera - Emails - chat room – link - Facebook)**

1. To start a call, you create a to send to the participant(s).
2. It's common to use in more formal situations, such as creating an EKB account.
3. In the you can write your comment and send it.
4. To making video chats, make sure your are on.
5. One of the most popular social networking applications is

3**Choose the correct answer between the brackets:****(image - Reliable sources - Synchronous - digital search - Chat rooms)**

1. It's important to plan before conducting a
2. The digital search can include audio, video and
3. are articles or information written and verified by experts.
4. communication is appropriate between friends or close family
5. allow you to communicate in a group, they usually focus on just one particular subject.

4

Complete from words between brackets: :**(Piracy – human science – Camera – Synchronous)**

1. is a necessary tool for a video chat.
2. means sharing a content illegally.
3. William Tyner specialized in culture and field.
4. communication is that occurs in real time, with instant responses.

5

Complete from words between brackets:**(Egyptian Knowledge Bank - chat room – simultaneous communication - digital citizenship)**

1. allows Egyptian citizens to access learning materials
2. The process of communicating or exchanging information among people at the same time is called
3. Through you can write a comment for the people sharing the room with you
4. enables you to use digital technology in an ethical, responsible and safe manner

6

Choose the correct answer from the brackets**(VLBY - National Geographic Kids - Mapmaker Interactive - Edmodo - EKB)**

1. is a popular online source for kids to find information on a variety of subjects.
2. provides online world mapping tools for students and teachers.
3. a is a virtual lab platform that enables students and teachers to do lab experiments in an interactive environment
4. is Egypt's premiere online library of resources for a variety of subjects
5. is an online learning environment that allows teachers and students to communicate.

7

Complete from words between brackets:

(unreliable sources - Send - PowerPoint -Interactive map maker - computer with camera)

1. The platform enables you to use map-related data and tools
2. We need when we have a video chat
3. information that is full of opinions and errors is from .
4. Click on the name of the person you want to chat with, then type your message and click on the " " icon.
5. In program choose animated effects for each slide.

8

Complete from words between brackets:

(Video chats - PowerPoint – Edmodo - Excel)

1. Allows you to create a spreadsheet with many columns and rows as you need
2. Students can send homework and messages to their teachers with
3. allow you to communicate live with one or more people via your mobile device or computer.
4. include text animations, images, and special effects.

9

Complete from words between brackets:

(instant response - EKB - Mapmaker Interactive - unreliable sources)

1. Asynchronous communication does not require an
2. There are a wealth of information at everyone's fingertips with the website.
3. Information that is full of opinions and errors is from the
4. The platform enables you to use map-related data and tools.

10

Choose the correct answer from the brackets**(emojis - "To:" - attachments - subject line - Camera)**

1. If your is on, anyone who is on the video call will be able to see you
2. To send an email to someone, type their email address in the field.
3. Provide clear subject information in the
4. If you're sending make sure the file you're sending is safe and accurate
5. You may use or even images to communicate in instant messaging

11

Choose the correct answer from the brackets**(microphone and camera - Emails - writing - link)**

1. To start a call, you create a to send to the participant(s).
2. It's common to use in more formal situations, such as creating an EKB account.
3. To making video chats, make sure your are on.
4. When an email, be sure to use proper grammar.

12

Choose the correct answer from the brackets**(IT specialist - augmented reality- GPS -Wildlife conservation)**

1. is protecting animals in their natural habitats.
2. Internet of Elephants creates unique mobile games using
3. Gautam Shah worked in many countries as
4. They use the data they collected by to create interactive online games.

Model Answer

*(1) Choose the right answer:

1. A	12. B	23. A	34. C	45. A	56. C	67. B
2. A	13. A	24. D	35. B	46. C	57. B	68. B
3. B	14. B	25. B	36. A	47. C	58. B	69. A
4. C	15. A	26. B	37. C	48. B	59. B	70. B
5. B	16. B	27. C	38. C	49. A	60. C	71. B
6. A	17. B	28. B	39. A	50. C	61. A	72. A
7. B	18. B	29. C	40. B	51. B	62. A	73. B
8. B	19. B	30. C	41. A	52. C	63. B	74. A
9. B	20. C	31. A	42. C	53. B	64. C	75. A
10. B	21. C	32. A	43. A	54. A	65. B	
11. B	22. C	33. C	44. B	55. A	66. C	

*(2) Put (√) or (X) :

1. (X)	13. (X)	25. (√)	37. (√)	49. (√)	61. (X)	73. (X)
2. (√)	14. (√)	26. (X)	38. (X)	50. (√)	62. (√)	74. (√)
3. (√)	15. (X)	27. (√)	39. (X)	51. (√)	63. (X)	75. (√)
4. (√)	16. (X)	28. (√)	40. (√)	52. (X)	64. (√)	76. (√)
5. (√)	17. (X)	29. (√)	41. (√)	53. (√)	65. (X)	77. (√)
6. (√)	18. (√)	30. (X)	42. (√)	54. (X)	66. (√)	78. (X)
7. (X)	19. (X)	31. (X)	43. (√)	55. (X)	67. (√)	
8. (√)	20. (√)	32. (√)	44. (√)	56. (X)	68. (√)	
9. (X)	21. (√)	33. (√)	45. (√)	57. (X)	69. (√)	
10. (√)	22. (X)	34. (X)	46. (X)	58. (X)	70. (√)	
11. (X)	23. (X)	35. (X)	47. (√)	59. (√)	71. (√)	
12. (X)	24. (X)	36. (X)	48. (√)	60. (√)	72. (X)	

*(3) Match:

1	1- d	2- e	3- a	4- b	5- c
2	1- d	2- a	3- b	4- c	
3	1- c	2- d	3- b	4- a	
4	1- c	2- a	3- b	4- e	5- d
5	1- c	2- a	3- b	4- d	
6	1- c	2- a	3- b	4- e	5- d

*(4) Try to answer:

1	<ol style="list-style-type: none"> 1. digital footprint 2. Piracy 3. digital citizen 4. William Tyner 5. Desktop computer 	7	<ol style="list-style-type: none"> 1. Interactive map maker 2. computer with camera 3. unreliable sources 4. Send 5. PowerPoint
2	<ol style="list-style-type: none"> 1. Link 2. Emails 3. chat room 4. microphone and camera 5. Facebook 	8	<ol style="list-style-type: none"> 1. Excel 2. Edmodo 3. Video chats 4. PowerPoint
3	<ol style="list-style-type: none"> 1. digital search 2. image 3. Reliable sources 4. Synchronous 5. Chat rooms 	9	<ol style="list-style-type: none"> 1. instant response 2. EKB 3. unreliable sources 4. Mapmaker Interactive
4	<ol style="list-style-type: none"> 1. Camera 2. Piracy 3. human science 4. Synchronous 	10	<ol style="list-style-type: none"> 1. Camera 2. "To:" 3. subject line 4. attachments 5. emojis
5	<ol style="list-style-type: none"> 1. Egyptian Knowledge Bank 2. simultaneous communication 3. chat room 4. digital citizenship 	11	<ol style="list-style-type: none"> 1. link 2. Emails 3. microphone and camera 4. writing
6	<ol style="list-style-type: none"> 1. National Geographic Kids 2. Mapmaker Interactive 3. VLABY 4. EKB 5. Edmodo 	12	<ol style="list-style-type: none"> 1. Wildlife conservation 2. augmented reality 3. IT specialist 4. GPS

Revision

Question 1:

Choose the correct answer from the following options:

- 1- The application is used to conduct group video chats.
 - a- Skype
 - b- Egyptian Knowledge Bank (EKB)
 - c- Augmented reality
- 2- Among the services provides is knowing the date and schedule of exams.
 - a- The website of the Ministry of Tourism and Antiquities
 - b- The website of the Ministry of Health and Population
 - c- The website of the Ministry of Education and Technical Education
- 3- You can write the title of your message via e-mail in the field
 - a- From
 - b- subject
 - c- Attachments.
- 4- From reliable digital learning resources via the Internet.
 - a- WhatsApp application
 - b- the Egyptian Knowledge Bank (EKB)
 - c- Facebook application
- 5- It is a form of simultaneous communication via the Internet, which allows watching friends or your family in audio and video.
 - a- Instant messaging
 - b- E-mail
 - c- Video chat
- 6- Synchronous communication is appropriate
 - a- between people who do not know each other.
 - b- between friends or family members.
 - c- the information is not urgent.

- 7- You can send long text messages over the Internet through.....
a- Interactive map designer b- E-mail c- Video chat
- 8- When the information is urgent, it is preferable to use communication.
a- *asynchronous* b- synchronous c- *paper letters*
- 9- You can make video calls with your friends through
a- scanner b- a mobile phone c- a printer
- 10- It is essential that your research plan includes...
a- paragraphs providing information
b- information of questionable authenticity c- digital blogs.

Question 2:

Put (✓) in front of the correct statement, and (×) in front of the wrong statement

- 1- Information technology tools enable people of determination to communicate with teachers and view school subjects. (✓)
- 2- You can communicate with an unknown person over the Internet without consulting any of your family members. (×)
* يمكنك التواصل مع شخص مجهول لك عبر الإنترنت دون ان تستشير أحد أفراد أسرتك.
- 3- It is important to have good manners and etiquette when dealing with others online. (✓)
* من المهم التحلي بالأخلاق وآداب السلوك عند التعامل مع الآخرين عبر الانترنت
- 4- Edmodo digital learning environment allows teachers and students to communicate and learn online. (✓)
- 5- The Interactive Map Maker is one of the safe sites for research and data collection. (✓)
- 6- Planning before conducting any digital research helps you access information in an easy way. (✓)
* التخطيط قبل إجراء أي بحث رقمي يساعدك في الوصول الى المعلومات بطريقة سهلة.
- 7- Simultaneous communication is appropriate when it is between close family members. (✓)
* الاتصال المتزامن يعد مناسباً عندما يكون بين أفراد الأسرة المقربين.
- 8- Asynchronous communication is appropriate when information is important and requires rapid action. (×)
- 9- When testing your hypothesis, it is necessary not to do any test that puts you at risk. (✓)
- 10- The National Geographic platform for children enables you to conduct an experiment in science interactively. (×)

B- Complete the following statements with the appropriate words in brackets:

- 1- **Egyptian Knowledge Bank** allows Egyptian citizens to access learning materials.
- 2- The process of communicating or exchanging information among people at the same time is called **synchronous communication**
- 3- The **Interactive map maker** platform enables you to use map-related data and tools.
- 4- Sending a text message to the e-mail of a colleague is a kind of **Asynchronous communication**
- 6- Information that is full of opinions and errors is from **unreliable sources**
- 5- We need **computer with camera** when we have a video chat.
- 7- When a person copies digital content without the owner's permission for the purpose of selling, this is called **Hacking**